

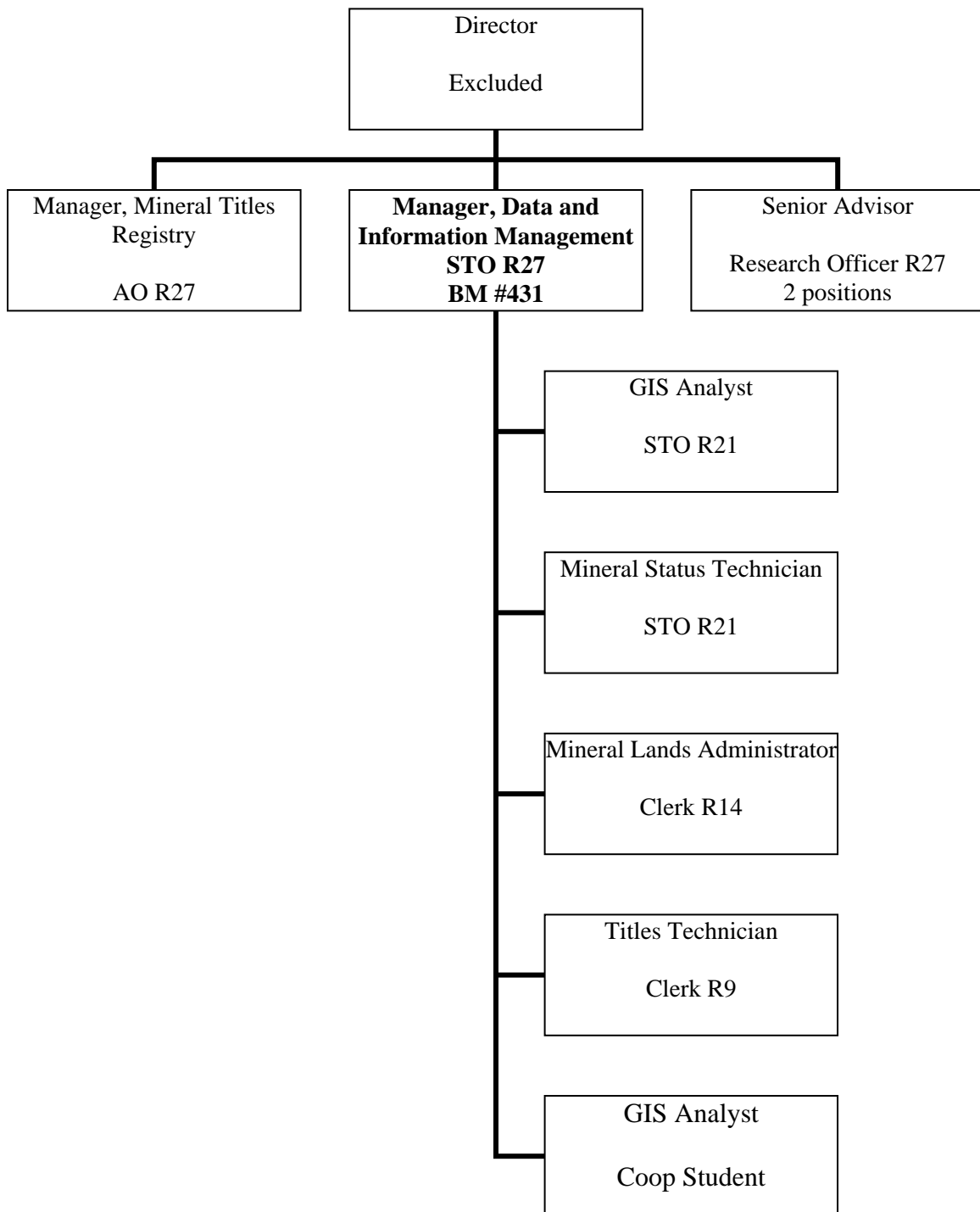
Ministry:	Energy, Mines & Petroleum Resources	Working Title:	Manager, Data & Information Management
Branch:	Mineral Titles Branch	Level:	Range 27
Location:	Vancouver	Classification:	Scientific/Technical Officer

PRIMARY FUNCTION

To improve BC's global competitiveness in mining exploration, the position enhances geoscience and land use information, develops solutions to integrate mineral, placer, and coal tenure resource data with information systems and guides the applied use of information to enable land use decision making. The registry systems are purely electronic, link to multiple external systems, and must be operational 24/7.

JOB DUTIES AND TASKS

1. Represents the Data Custodian and implements corporate data standards
 - a. provides leadership and guidance regarding province-wide data custodianship policies, definitions and rules and implements innovative solutions for business operations
 - b. oversees the management and security of data applications and standards, and program area access to the ministry (Web, LRDW, ILRR, iMap, GeoBC, MapPlace) consistent with legislated data access standards, mandates and agreements
 - c. ensures reviews are conducted and initiates development of Information Sharing Agreements
 - d. develops and implements corporate GIS standards and data applications and projects including spatial and attribute data management, data files and databases, acquisition and processing
2. Coordinates and negotiates corporate information management procedures and protocols
 - a. ensures that systems and information planning are consistent with government systems architecture
 - b. researches models, methodologies, data sources, business and analytical tools for their use in land use negotiations and resource management issues
 - c. delivers digital or electronic solutions involving mineral titles to meet operational issues and strategic goals
 - d. develops budgets for new, and modification of, existing registry systems
 - e. leads cross agency collaboration to ensure compatibility of the registry with other systems architecture
 - f. examines trends and provides operational management and strategic direction to the Ministry on data architecture and information systems in order to position and maintain the Branch as a leading edge agency
3. Plans, organizes and coordinates all project services and consultation
 - a. develops and maintains relationships with stakeholders, clients, management and others to define project requirements including scope of projects, strategic plans, operational plans, budgets and project team structure and roles, and plans and manages project activities
 - b. gains consensus with senior and executive management to ensure business feasibility is consistent with government standards
 - c. initiates and reports on government-wide and Ministry-specific audits
 - d. manages the design and maintenance of the Branch website.
4. Provides advice to senior management on major registry issues relating to data and information management
 - a. identifies, develops and implements protocol agreements with CIOs to ensure that mineral titles registries, which generate \$15-18 million in annual revenue to the Province, are appropriately recognized and funded
 - b. leads the development, implementation and maintenance of current and proposed government systems architecture in order to identify limitations that could impact the Mineral Titles Online registry and the implementation of the Coal Titles Online registry
 - c. communicates statutory requirements to systems personnel to enable the design and evolution of systems that deliver statutory requirements;
 - d. ensures the registry system is operating effectively and efficiently and ensures support, training and documentation needs are available to the user community.
5. Establishes operational priorities and supervises staff and contractors
 - a. mentors, coaches and conducts performance appraisals
 - b. allocates work assignments and monitors employee work
 - c. determines training needs, sets work standards and conducts in-house training for Ministry staff.
6. Other duties as required



REASON FOR CLASSIFICATION

Benchmark Job #431

Job Title: Manager, Data & Information Management

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the theory of resource management and related legislation with a requirement to understand methods and principles of data stewardship to enhance geoscience and land use information, integrate resource data and systems, develop and implement data management standards and review and resolve complex issues related to the 24/7 operation of system that is used by BC's mining exploration and land use industry.</p>	H	280
2	<p>MENTAL DEMANDS Judgement required to evaluate the effectiveness of the provincial registry service (relied upon by industry and public, as the source of accurate legal sub-surface titles records) ensuring clients are able to access data 24/7, developing information sharing and protocol agreements, and integrating information and technologies to deliver improved electronic solutions that address operational issues, and meet strategic goals and statutory requirements.</p>	H	250
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills to discuss and explain performance problems with employees.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to keyboard with some requirement for speed to meet deadlines when preparing reports, submissions and other materials.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Comparative Effects IV d / Freedom to Act – Level 6 The position is the ministry expert for mineral, placer, and coal tenure data ensuring registry services are reflected in corporate information systems and accessible 24/7 to clients. Guided by general ministry policies, guidelines, and legislation, analyses tenure issues related to systems failures and proposes solutions to resolve issues and coordinates system changes to address operational needs and statutory requirements.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to prepare financial estimates for new, and modification of existing, registry systems that requires program knowledge as well as detailed planning to manage project activities.</p>	E	33
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Major responsibility to guide the development, implementation, and maintenance of current and proposed public facing information systems and applications that must operate 24/7 with potential legal consequences in the event of a systems failure.</p>	F	43

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise employees, appraise employee performance and take disciplinary action (4 FTEs).	DE	20
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Responsibility for own well-being and safety in a low risk environment.	A	5
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently view computer screen and documents while analyzing data and preparing reports and submissions.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to view information on computer screen and/or printed reports and documents.	C	12
12	SURROUNDINGS Regular overnight travel throughout the province.	B	4
13	HAZARDS Limited exposure to hazards from frequent keyboarding while producing reports and other research documents.	B	4

Total Points: 883

Level: Range 27