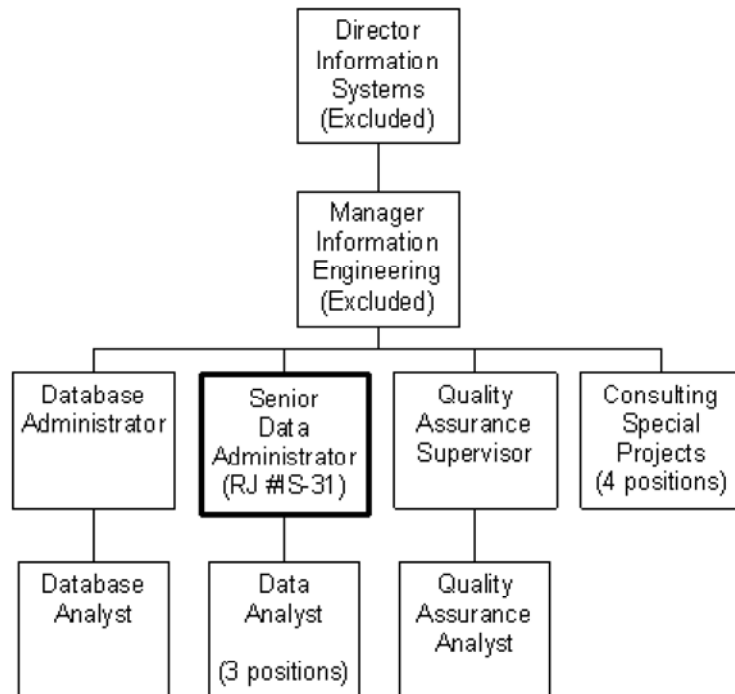|	
Position:	**Reference Job #IS31**
Ministry:	Transportation and Highways
Working Title:	**Senior Data Administrator**
Branch:	Information Technology, MVB
Level:	Range 30
Location:	Victoria
NOC Code:	2162

PRIMARY FUNCTION

To coordinate, design and implement Motor Vehicle Branch's (MVB) data architecture and data security in order to support significant applications impacting a large number of people and to support provincial business and technology projects such as the Traffic Safety Initiatives.

JOB DUTIES AND TASKS

1. Leads and coordinates MVB data strategies architecture and data security
   a. leads and ensures overall design of data architectures supporting business processes and applications
   b. ensures all projects and activities meet data and business needs
   c. identifies opportunities and organizes initiatives to reduce data inconsistencies, duplication and redundancy
   d. develops data and business modeling strategies, standards, policies and procedures
   e. develops, recommends and monitors data administration standards, policies and procedures
   f. develops and monitors data security policies and procedures
   g. organizes and develops data and business structures to minimize redundancy and maximize shareability of data
   h. supports management of shareable resources by internal and external application users
   i. develops and recommends overall methodology, architecture and data/business resource solutions to management and executive
   j. leads development, implementation and maintenance of the MVB data dictionary
   k. researches, analyses and reviews business requirements and issues related to the data architecture
2. Plans and leads data administration for significant business and technology projects such as the Traffic Safety Initiatives
   a. plans projects that lead to reduced costs and improved quality of data
   b. develops requests for proposals (RFPs), selects and recommends appropriate contractors and monitors contract work for effectiveness and adherence to standards
   c. develops project plans and project definition papers
   d. oversees contracts and ensures the consistency and quality of project deliverables
   e. provides consultation, support and advice to business and technology project teams
3. Supervises data administration staff (3 FTEs)
   a. supervises staff, including hiring and training

b. plans, assigns and reviews work

c. sets work priorities and standards

d. appraises employee performance, and initiates disciplinary action

4. Performs other related duties

a. develops position papers and technical recommendations to identify where the MVB can benefit from technology or methodology improvement

b. coordinates training of information systems staff and users on data administration requirements and standards

c. acquires, evaluates and recommends new software and methodologies

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                    │  Director   │
                    │ Information │
                    │  Systems    │
                    │ (Excluded)  │
                    └──────┬──────┘
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                    │  Manager    │
                    │ Information │
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   │Database │ │ Senior │     │ Quality  │   │ Consulting  │
   │  Admin- │ │  Data  │     │Assurance │   │  Special    │
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   │         │ │istrator│     │          │   │(4 positions)│
   │         │ │(RJ #IS-│     │          │   │             │
   │         │ │  31)   │     │          │   │             │
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   │Database │ │  Data  │     │ Quality  │
   │ Analyst │ │Analyst │     │Assurance │
   │         │ │        │     │ Analyst  │
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FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	**JOB KNOWLEDGE** Understand all related issues of a significant data management program to plan the design and development of Motor Vehicle Branch data standards and models for shareability of ministry data by internal and external application users; develop data security policies and prepare strategy documents for presentation to management to support significant applications.	I	305
2	**MENTAL DEMANDS** Judgement to evaluate effectiveness, and develop proposals for improvements to branch strategies, policies and standards on data architecture and data security, coordinate and design business and data models for shareability of ministry data; review projects for compliance with standards, research alternatives to improve methodology and provide data administration direction to project teams and management.	H	250
3	**INTERPERSONAL COMMUNICATIONS SKILL** Persuasion required to use basic counselling skills to discuss and explain performance problems with employees supervised and provide advice for improvements.	D	45
4	**PHYSICAL COORDINATION AND DEXTERITY** Moderate coordination and dexterity required to use a keyboard with some requirement for speed to meet deadlines to prepare reports, models and presentations.	C	15
5	**RESPONSIBILITY FOR WORK ASSIGNMENTS** Guided by ministry policies and systems standards, research and develop policy and branch data standards for MVB data administration, security and modelling used to support significant applications, plan projects that lead to reduced costs and improved data quality and ensure projects comply with standards; and make recommendations to management on branch data administration strategy and planning.	G	190
6	**RESPONSIBILITY FOR FINANCIAL RESOURCES** Considerable financial responsibility to certify, for release of payment, satisfactory performance of contracts to develop corporate data models for MVB.	F	43

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
7	**RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION** Major level of responsibility to manage and develop the MVB logical data models and standards to ensure shareability of data by all users across all applications.	F	43
8	**RESPONSIBILITY FOR HUMAN RESOURCES** Responsibility to supervise staff, appraise employee performance and initiate disciplinary action (3 FTEs).	DE	20
9	**RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS** Limited care and attention to occasionally drive to other offices to attend meetings.	B	10
10	**SENSORY EFFORT/MULTIPLE DEMANDS** Focused sensory concentration to frequently read and review reports, research papers and data standards.	C	12
11	**PHYSICAL EFFORT** Moderate physical effort to frequently apply visual attention to computer screens and printed material when developing standards, models and strategies.	C	12
12	**SURROUNDINGS** Exposure to open office setting with minimal disagreeable elements.	A	2
13	**HAZARDS** Limited exposure to hazards from frequent keyboarding while preparing reports and data standards and policies.	B	4

Total Points: 951

Level: Range 30