|  |  |
| --- | --- |
| BCPS_IDEAS_600dpi | JOB PROFILE **Job Store # 149** |

**Title: Data Administrator Classification: Information Systems 24**

The Integrated Data Office (IDO) brings together British Columbia’s largest collection of economic, geospatial, social and population-level data. The IDO is responsible for DataBC, BC Stats and new investments in corporate data science capacity, advanced analytics technology and a world-class approach to privacy and security of British Columbia’s data.

DataBC provides government wide leadership and technical expertise to establish, develop, implement, maintain, and promote the B.C. Government’s Open Data Initiative, the Provincial Spatial Data Infrastructure and data management strategies across government. DataBC is responsible for the BC Data Catalogue, the BC Geographic Warehouse, BC Location Services and corporate web mapping frameworks.

**JOB OVERVIEW**

*To deliver data administration services by providing technical guidance, operational support, consultation, technology research, development and implementation in support of DataBC goals and objectives. Clients include all ministries and some broader public sector agencie*s.

**ACCOUNTABILITIES**

Required:

* Provides technical guidance to managers, operational staff and contracted developers on approaches to data management, modelling, and integration within the ministry.
* Provides logical and warehouse data model validation and consulting services to the ministry for systems development and data publication projects.
* Provides education and awareness of information resource management to the ministry.
* Researches and evaluates data architecture technologies and analytical methodologies to improve data utility, data access and systems functionality.
* Gains cooperation and consensus on standardization of data structures among a diverse group of data managers; facilitates the development of integrated data models.
* Recommends guidelines or changes such as data modelling standards, element naming standards, and standard table usage.
* Uses system engineering tools and methods such as data normalization, functional decomposition, data analysis, and data and process modelling to ensure integrity and continuity of ministry data.
* Monitors and solves data quality deficits, anomalies and issues, develops solutions to resolve source data problems and makes recommendations on functionality, upgrades, tuning and configuration changes.
* Develops and assists in the administration of data management policies and standards for operational and data warehouse systems, including establishing and maintaining corporate codes.
* Prepares and/or negotiates contracts, monitors performance and authorizes payment.
* Provides coordination to Data Standards Managers or other data management related working groups.
* Develops and implements changes to applications in the data warehouse to facilitate the extract, transform and load (ETL) functions using programming languages (i.e. Structured Query Languages).
* Monitors and assesses vendor advisories, meets and works with vendors, develops and documents technology and recommendations.
* Develops and implements an archive strategy for data holdings.

**JOB REQUIREMENTS**

* Degree, diploma, certification in data management/data analysis or equivalent education and experience in a related field.
* Six or more months experience in data modelling and/or business area analysis techniques.
* Knowledge of relational database systems, Structured Query Language, relational data modeling and data management principles, structured analysis and design, and documentation of business requirements.
* Preference may be given to applicants with experience with scripting languages for data conversion, automation, testing and visualization.
* Preference may be given to applicants with working experience and/or expertise in the following technologies: Oracle RDBMS, PL/SQL, Safe Software products (FME Server/Desktop), geospatial technologies (e.g. ESRI ArcGIS platform), Python, web mapping and data presentation.
* Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security screening checks as required by the ministry **(Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position).**

**BEHAVIOURAL COMPETENCIES**

* **Teamwork and Cooperation** is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.
* **Service Orientation** implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations, and non-government organizations. It means focusing one’s efforts on discovering and meeting the needs of the customer/client.
* **Results Orientation** is a concern for surpassing a standard of excellence. The standard may be one’s own past performance; an objective measure; challenging goals one has set; or even improving or surpassing what has already been done.
* **Commitment to Continuous Learning** involves a commitment to think about the ongoing and evolving needs of the organization and to learn how new and different solutions can be utilized to ensure success and move the organization forward.
* **Conceptual Thinking** is the ability to identify patterns or connections between situations that are not obviously related, and to identify key or underlying issues in complex situations. It includes using creative, conceptual or inductive reasoning or thought processes that are not necessarily categorized by linear thinking.
* **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.