

The City of Wolverhampton Council

Job Description

Job Title:	Data Infrastructure and Design Architect
Directorate:	West Midlands Pension Fund
Service:	Pensions/ Data and Information
Location:	Any suitable location within the City of Wolverhampton
Workstyle:	Flexible
Responsible to:	Head of Data and Information
Responsible For:	Lead Data Analyst
Grade:	8

Job Purpose and Role:

Reporting to the Head of Data and Information, the Data Infrastructure and Design Architect will design, document and maintain the information architecture needed to support secure, resilient and well-governed pension administration, reporting, analytics and operational services across the West Midlands Pension Fund.

The postholder will be responsible for developing the Fund's practical data architecture artefacts, including data lineage, system-of-record definitions, information flow maps, conceptual and logical data models, metadata standards and data catalogue content. These deliverables will support trusted reporting, stronger governance, improved operational control and better use of data as a strategic asset.

The role will work closely with Systems, Business Insights, Information Governance, Pension Operations, Employer Services, suppliers and Heads of Service to ensure the data implications of system change, reporting change and business process change are understood, documented and controlled before implementation.

The role will strengthen the Fund's data foundations, reduce reliance on informal knowledge and system workarounds, and support the transition toward a more mature, data-driven and insight-led operating model.

Principal Duties and Responsibilities:

The post holder has the following principal areas of responsibility:

1. Lead and manage the Fund's information architecture & design team ensuring delivery of appropriate services, support and information to all users within the Fund.
2. Provides specialist technical expertise and professional judgement within a defined data architecture discipline.
3. Owns and maintains Fund-wide standards, models, definitions and artefacts that influence multiple services or systems.

4. Works with autonomy on complex issues, escalating significant risk, policy or resource matters to the Head of Service and Senior Leaders.
5. Influences stakeholders across service, technology, supplier and governance boundaries through analysis, evidence and professional advice.
6. Delivers practical improvements that reduce operational risk, strengthen control and improve the reliability and value of Fund data.
7. Ensure the secure, lawful and ethical management of information, maintaining high standards of confidentiality, integrity and information governance at all times
8. Support service improvement, innovation and organisational learning, identifying opportunities to improve services and maximise the value derived from the Fund's data and technology assets.

The post holder may from time-to-time need to support on confidential and sensitive projects or initiatives where high standards of integrity and information governance are required.

Specific Duties and Responsibilities

Leadership & Management:

1. Implement the data and information strategy of the West Midlands Pension Fund. Supporting the Head of Data & Information in the development of this strategy as required.
2. Contribute to the implementation of the West Midlands Pension Fund strategy and corporate plan. Supporting the strategies of other functional areas within the Fund as required.
3. Produce annual functional plan for the information architecture & design teams and engage with budget setting process to support the delivery of this plans.
4. Implement the functional plan for the data and information team in line with budget and other expectations.
5. Working with direct reports ensure that work is managed, delegated, co-ordinated and delivered across the information architecture & design teams.
6. Manage information architecture & design team staffing, including recruitment, professional development, appraisal, and disciplinary actions to provide a resilient and responsive teams that provide the specified service levels to the Fund and has the required skills and experience. Contribute to resource planning for the data and information function as required by the Head of Data & Information.
7. Ensure a customer focused culture with the information architecture & design teams aligned to the Fund's Values, Behaviours and expectations frameworks. Ensure excellent customer service is consistently delivered to both internal and external customers and stakeholders, and reporting on this performance.
8. Promotion of values, behaviours and expectations across the Fund.
9. Ensure the work of the information architecture & design team, skillsets, capabilities and services present within them are appropriate to meet the needs of the Fund's key stakeholders.
10. Working with the Head of Data & Information ensure value for money is delivered across the information architecture & design team.

11. Identification and proposal of projects and initiative in relation to data and information for consideration by the Head of Data & Information. To undertake ad-hoc assignments as necessary in support of other functions within the Fund.
12. Taking part in benchmarking of team performance to ensure the Fund delivers value for money and is keeping pace with technology and industry developments.
13. Deputise for the Head of Data & Information as required.

Data architecture and infrastructure:

14. Develop and maintain practical data architecture artefacts for the Fund, including models, standards, data dictionaries, information flow maps and system-of-record definitions.
15. Translate the Fund's information and data strategy into implementable architecture patterns, documentation standards and design controls.
16. Provide specialist data architecture input to system change, service design, reporting, business intelligence and transformation activity.
17. Work with the Systems Function to ensure data architecture, integration, reporting and operational support requirements are considered within design, testing, release and transition processes.

Data lineage:

18. Document data lineage, (life cycle) across critical pension administration, reporting and integration processes, including source, transformation, consumption and onward use of data.
19. Identify where data is manually manipulated, duplicated, transformed or reconciled, and manage the development of controls to reduce operational and regulatory risk.
20. Develop lineage views that support audit, assurance, issue investigation, reporting confidence and change impact assessment.
21. Embed lineage documentation into business-as-usual change processes so that artefacts remain current and owned.

System-of-record definitions:

22. Define and maintain authoritative system-of-record definitions for key pension data domains, including member, employer, contribution, case, workflow, document, payroll, interface and reporting data where applicable.
23. Work with Heads of Service, system owners and data owners to clarify where information should be created, amended, governed and reported from.
24. Identify data duplication, inconsistent ownership and conflicting data definitions, recommending practical improvements and governance controls.
25. Support master and reference data management arrangements by defining ownership, stewardship, standards and escalation routes.

Information flow mapping:

26. Produce end-to-end information flow maps for priority services, systems, interfaces, employers, suppliers and reporting processes.
27. Document how data moves between the pension administration platform, reporting layers, document management, workflow tools, employer channels, suppliers and internal teams.

28. Use information flow mapping to support service design, supplier management, business continuity, information governance, security review and change impact assessment.
29. Ensure information flows are clear, traceable and understandable to both technical and non-technical stakeholders.

Data modelling:

30. Develop conceptual and logical data models that support pension administration, operational reporting, management information, data quality monitoring and strategic analytics.
31. Create and maintain common definitions for critical data elements, business rules, relationships and data quality expectations.
32. Review proposed technical and reporting designs to ensure they align with agreed data models and do not create unmanaged duplication or inconsistent reporting logic.
33. Work with the BI Data Architect, reporting and systems colleagues to ensure data models are implementable, governed and supportable.

Metadata management:

34. Establish and maintain metadata standards, naming conventions, data dictionaries, glossary content and catalogue structures for core Fund data assets.
35. Support the development of metadata management arrangements that improve data discoverability, ownership, quality and user confidence.
36. Work with data owners and stewards to keep metadata current and linked to reporting, governance and assurance processes.
37. Promote the practical use of metadata by operational, reporting, governance and project teams.

Governance, assurance and controls:

38. Support the Fund's information governance and data governance frameworks by providing clear architecture documentation, standards and assurance evidence.
39. Contribute to Design Authority, change governance and project assurance processes where data, integration, reporting or information risk considerations are relevant.
40. Ensure data architecture activity supports compliance with UK GDPR, Data Protection legislation, Freedom of Information requirements, information security standards, records management expectations and Local Government Pension Scheme operational requirements.
41. Support internal audit, external audit, regulatory and assurance activity by providing clear evidence of data flows, ownership and controls.

Stakeholder engagement and continuous improvement:

42. Facilitate workshops with operational teams, systems colleagues, employers, suppliers and data users to understand data definitions, business rules, quality issues and reporting needs.
43. Explain complex data architecture concepts in clear language so that business users, governance colleagues and technical teams can make informed decisions.
44. Maintain a continuous improvement approach, identifying opportunities to simplify data flows, reduce manual intervention, improve data quality at source and strengthen reporting confidence.

- 45. Provide technical mentoring and knowledge sharing to colleagues, supporting the development of data literacy and architecture awareness across the Fund.

Reporting:

- 46. To routinely report on the performance and operations of the information architecture & design team in line with the governance framework.
- 47. To routinely report on the progress, achievement and risks of the information architecture & design team functional plans.
- 48. To ensure the information architecture & design team meet their KPIs and report on this performance.

General Duties

- 49. To participate in employee development, appraisal, and training, including continuous professional development. To undertake own suitable training and development, both specialist/technical and to build on and maintain interpersonal/management skills, in accordance with training and development strategies which may be implemented from time to time.
- 50. To act in accordance with the Council's Constitution and other Codes of Conduct.
- 51. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, Freedom of Information Act, Financial Management Regulations and other Legislation. The Post holder must comply with the provisions of all Data Protection and Computer Misuse Computer software, Copyright Legislation and the Council's Computer Security Statement.
- 52. To undertake any other tasks, duties, and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
- 53. To participate in the wider development of the Fund and contribute to the Fund's improvement as required.
- 54. Effectively manage and review allocated contracts to ensure the required level of performance and best value is achieved in line with the Council's key strategies as appropriate and training provided.
- 55. Work with key stakeholders when required to effectively manage contracts to achieve the best outcome for the delivery of the Council's objectives as appropriate and training provided.
- 56. City of Wolverhampton Council is committed to Corporate Parenting.

"Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after."

Effective date

Signature of jobholder

City of Wolverhampton Council

Personnel Specification

Post Designation: Data Infrastructure and Design Architect

Job Purpose and Role:

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FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications	Degree-level qualification in Data Management, Information Management, Computer Science, Information Systems or a related discipline, or demonstrable equivalent experience in a complex data, systems or regulated environment.	Relevant certification such as DAMA CDMP, TOGAF, BCS Data Management, data modelling, data governance, Microsoft data platform or architecture qualification.	Application Form Production of Certificates

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Training	Evidence of continuing professional development in data architecture, data governance, metadata, data modelling, information governance or systems design.	Training in LGPS administration, pensions data, information security, business analysis, service design, ITIL, Agile or enterprise architecture methods.	Application Form Interview
Experience	Experience of documenting data lineage, information flows, data definitions, data models or metadata in a complex systems environment. Experience working with business users and technical teams to define data requirements, business rules and ownership. Experience supporting data quality, reporting, systems change or governance activity. Experience producing clear documentation for both technical and non-technical audiences. Substantial experience of leading a information architecture & design team within a relevant private or public sector organisation. Evidence of ability to work accurately in a detailed manner to meet strict deadlines. Successful experience of developing individuals with a business partnering approach in an organisation.	Experience in the Local Government Pension Scheme, pensions administration, financial services, public sector or another regulated environment. Experience with pension administration systems, reporting layers, data warehouses, data catalogues or data governance tools.	Application Form Interview References

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Special Knowledge/Skills	Strong practical understanding of data architecture, data modelling, data lineage, metadata management and system-of-record principles. Ability to map complex information flows and identify risks, dependencies, controls and ownership gaps. Strong analytical, problem-solving and documentation skills. Understanding of UK GDPR, data protection, information security and information governance requirements. Ability to work collaboratively across operational, technical, supplier and governance teams.	Knowledge of pension administration data, employer data flows, interface management, workflow, document management, business intelligence and reporting controls. Awareness of ISO 27001 principles, ITIL-aligned service management, Design Authority controls, Agile delivery and product-based operating models.	Application Form Interview References
Personal Qualities	Ability to use initiative within delegated authority and to work with little supervision and direction. Methodical, structured and detail-oriented, with the ability to see both enterprise-level patterns and practical operational implications. Confident in constructively challenging ambiguity, duplication and unmanaged risk. Collaborative, credible and customer-focused, with the ability to build trust across technical and non-technical teams. Able to prioritise competing demands and deliver	Experience mentoring colleagues, facilitating workshops and improving data literacy or governance maturity across teams.	References Interview Testing

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
	high-quality outputs within agreed timescales. Adaptable and resilient in working in complex, changing environments. Strong problem-solving abilities, particularly in handling conflicting priorities. Team player who shares knowledge and challenges the status quo when necessary. Pragmatic and risk-focused.		
Interests and Motivation relevant to the job	Self-motivated Commitment to maintain professional and ethical standards and continuous professional development. Desire to ensure high levels of customer service to both internal and external stakeholders. Motivated to ensure the Fund delivers highest levels of value for money that can be demonstrated and communicated. Motivated by improving the quality, transparency and value of information in a public service pension environment. Interested in using data architecture to	Interest in emerging data technologies, automation, artificial intelligence and advanced analytics, where used responsibly and with appropriate governance.	Application Form References Interview

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
	support better member outcomes, employer engagement, operational resilience, compliance and evidence-based decision-making. Committed to practical, sustainable and well-governed solutions.		
Commitment	To establish long-lasting, sustainable solutions which promote continuous improvement. To the Fund's values, behaviours and leadership expectations. To equality, diversity, inclusion, public service and excellent customer outcomes. To maintaining professional standards, protecting sensitive information and supporting continuous improvement across the Fund.	Active participation in professional networks or communities of practice relevant to data, pensions, information governance or technology.	References Interview