

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT

(INFORMATION TECHNOLOGY DIVISION – BUSINESS APPLICATIONS SPATIAL SOLUTIONS & DATA SERVICES SECTION – LOCATION – 55 YORK BLVD., 6th FLOOR)

ENTERPRISE DATA MANAGEMENT SOLUTIONS SPECIALIST

SUMMARY OF DUTIES

Reporting to the Supervisor, Business Applications, the Enterprise Data Management Solutions Specialist provides expertise and leadership in strategy, design, development, review and management for all data management capability by facilitating the implementation and sustainment of processes, policies and procedures as well as shaping and laying foundations for the underpinning technologies. The Enterprise Data Management Solutions Specialist is responsible for providing guidance and expertise with a focus on continuous improvement and long term planning of data management. The position must understand the technology components related to Data Management as well as the business drivers and needs regarding enterprise data.

The Enterprise Data Management Solutions Specialist provides guidance and mentoring to staff that support the management of data.

Other projects assigned may include various types of work related to advancing the City's data capabilities and information systems to support data driven decision-making and a culture of continuous improvement and innovation.

GENERAL DUTIES

Responsible to lead and coordinate the implementation of the City of Hamilton's Enterprise Data Management program while also establishing Data Management goals and objectives.

Provide planning, input, direction and consultation for development and implementation of data management policies and procedures, including compliance with legislations and industry standards.

In collaboration with City stakeholders establish the roles and governance model to ensure the effective management of the City's data assets.

Review City datasets for adherence to defined standards (examples of datasets include Human Resources, Finance, Public Health).

Operationalize performance measurement to assess the health of the Enterprise Data Management Program.

Identify metrics to measure the performance and maturity level of the Data Management program.

Responsible to lead the strategic and operational planning for the City's Data Management program, with a focus on meeting business needs and requirements through the effective creation and consumption of data.

Evaluate existing conditions, determine or identify technical requirements, evaluate alternatives for capacity planning for continuous improvement.

Provide expertise towards the development of long-term strategies for enterprise data management.

Understand and monitor the regulatory and security requirements for data as they relate to the municipal government sector; ensure that compliance to policies and procedures is maintained while also ensuring the availability and sharing of critical City and highly sensitive data such as Human Resources and Financial Systems and Public Health Records.

Coordinate and facilitate consultation with stakeholders from City departments and other sources to define business and process requirements for new technology.

Responsible to lead the development of business case proposals for enterprise data initiatives in collaboration with IT and departmental peers for Data Governance and new data policies.

Responsible to propose, and oversee projects and the project portfolio related to Data Management.

Assess, review and recommend new technology opportunities related to Data Management (e.g. MDM, the Cloud), and how these will impact the organization's Data Management operations.

Keep current with trends and issues within the Data Management space, adapting and transforming the City's Data Management processes and technologies to enhance decision making opportunities through formalized data standards.

Provide planning, input, direction and consultation for advancing data literacy maturity across the organization.

Provide key concepts and expertise towards the development of long-term strategies to ensure timeliness, compatibility, and integration with overall IT back-end infrastructure ensuring software compatibility and sustainability.

Establish and maintain data related communities of practice and work groups across areas and departments to address specific projects and issues.

Champion preventative maintenance and monitoring of the City's data management infrastructure and solutions, while developing the guiding principles and framework which establishes standards and continuous improvement methods.

Stay current with industry best practices, changes or advances.

This position may be required to be on Standby/On Call.

Work in accordance with the City of Hamilton's Corporate and IT policies, processes and procedures; contributes to the creation and sustainment of technology frameworks and architectures and tools.

Perform other duties as assigned, which are directly related to the major responsibilities of the job.

QUALIFICATIONS:

1. University degree in Computer Science, Data Management or a related discipline with minimum 10 years solution development, system administration, and data management experience or an equivalent combination of education and experience. Post secondary courses in Data Analytics or Business Intelligence would be an asset.
2. Proven experience in architecting, designing and implementing high performance and scalable enterprise level systems and the ability to evaluate how the solution will best meet its functional and quality requirements (usability, availability, performance, etc).
3. Experience in corporate Data Governance, Strategic Planning and Initiative Designs.
4. Experience or knowledge of the data requirements for Regional and Municipal Governments.
5. Progressive technical knowledge and knowledge of best practices in Information Technology service delivery such as SDLC, PMBOK, DAMA DMBOK, COBIT and ITIL
6. Proven leadership and problem-solving abilities.

7. Strong understanding of how business units (such as Human Resources, Finance, and Operating departments, etc.) will have different data uses and requirements.
8. Proven experience in Data Management planning, organization and development.
9. Solid interpersonal skills, with the ability to speak to all levels management and staff with varying levels of technical knowledge. Similar advanced ability to coach and mentor staff.
10. Strong project and change management skills and/or substantial exposure to project-based work structures. Proficiency and experience in gathering user requirements, understanding business processes and creating solutions based upon requirements.
11. Excellent critical thinking, evaluation and analytical skills and the ability for long-term visioning and strategic thinking.
12. Demonstrated experience defining system requirements and preparing specifications and architectural designs for the integration, implementation and support of data technologies into the existing network infrastructure.
13. Demonstrated organizational skills along with excellent documentation and report writing ability.
14. Well-developed communication skills. Demonstrated ability to communicate with staff at all levels and external partners and stakeholders. Highly developed ability to articulate a vision to lead and inspire others.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
