

# Role Description



<b>Role title:</b>	<b>Classification:</b>
Data Architecture and Governance Lead	AS07
<b>Division/Business unit:</b>	<b>Reports to:</b>
Finance, Digital and Customer Support/Digital, Data and Technology	Manager Technology Governance and Assurance

## Role purpose:

The Data Architecture and Governance Lead is a senior role within Digital, Data and Technology and is accountable to the Manager Technology Governance and Assurance for:

- Provide strategic and technical leadership to establish and govern DHS enterprise data and analytics platforms, ensuring secure, scalable, and compliant solutions aligned with whole of government and DHS standards across data architecture, governance, Azure, ETL, and Microsoft Fabric.
- Lead architectural oversight and delivery quality by leading design authority engagement, guiding end to end platform implementation, and ensuring consistent, high quality, trusted data and enterprise reporting outcomes.
- Establish and enforce enterprise data management practices, including data governance frameworks, master data management, data quality, and data security, ensuring integrity, compliance, and alignment with DHS policy and corporate strategy.

## Key outcomes and accountabilities:

1. Ensure enterprise data governance is established and embedded across DHS, with clear data ownership, stewardship, classification, quality, and lifecycle controls consistently applied.
2. Ensure master data management and data quality frameworks are implemented, ensuring trusted, accurate, and auditable data to support operational and strategic decision making.
3. Ensure effective governance and assurance of data security, privacy, and compliance requirements, with data platforms aligned to DHS data classification.
4. Azure and Microsoft Fabric data platforms are architected and governed in line with enterprise standards, enabling secure, scalable, and well-controlled analytics capabilities.
5. Ensure end to end data integration and ETL pipelines are designed and governed, enabling controlled data access, lineage, and re-use across analytics and reporting solutions.
6. Establish and lead the architectural design and assurance of complex data and analytics initiatives, guiding stakeholders and delivery teams through platform migrations and uplift programs with strong governance oversight.

Note: Any other responsibilities in line with the classification level of the role as assigned by Line Manager and/or the Department. The responsibilities as specified above may be altered in accordance with the changing requirements of the role.

## Special conditions:

Prior to being employed, the successful applicant will be required to obtain a National Police Check if new to the Department and a satisfactory Employment-related Screening Check where this is required for the role. Intrastate and interstate travel involving overnight absences may be required.

**Key Relationships/Interactions:**

- Manager Technology Governance and Assurance (Line Manager)
- Director Digital, Data and Technology
- Digital, Data and Technology Directorate Staff and Leadership
- Executive and Senior leaders, staff and key stakeholders across all functional areas of the Department
- Other Government and Non-Government agency representatives

**Budget/Delegations:**

No budget or delegation accountabilities for this role.

**DHS expectations and values: (Organisational contribution)**

- Understand and follow workplace safety initiatives, identify hazards and contribute to a safe working environment, as well as follow procedures to manage and minimise risks within DHS.
- Follow the principles of a sustainable working environment by following departmental greening initiatives.
- Model ethical behaviour and practices consistent with the SA Government Code of Ethics for Public Sector Employees, Values and DHS Working with Children and Young People Code of Conduct.
- Understand and follow the principles and practices of the Information Sharing Guidelines for Promoting Safety and Wellbeing (ISG) and the DHS Appendix to the ISG to facilitate appropriate information sharing practice within the context of this department.
- Treat all individuals with fairness and respect, regardless of their race, culture, language, gender (including gender diversity), religion, sexuality, ability, or age.
- Promote and maintain inclusive workplaces that embrace diversity and actively support difference.
- Demonstrate zero tolerance for discrimination, harassment, or disrespectful behaviour towards or by clients, colleagues, contractors, or stakeholders.

**Role specific capabilities: (Skills, experience, knowledge, attributes)**

1. **Enterprise Data Governance** - Demonstrated experience in defining and implementing data governance strategies, principles, data design/modelling, and data management at an enterprise level. Significant knowledge in translating business process flows into supporting data models with clear meta data and system definitions and corresponding governance structure.
2. **Data Strategy and Planning** - Ability to provide data governance thought leadership to cross-functional teams and guidance on projects and initiatives, to interpret data analytics requirements and develop data models aligned to the governance vision, principles and standards.
3. **Data Governance Methods and Tools** - Ability to set direction and lead the introduction and use of enterprise data governance techniques, methodologies and tools, to match overall business requirements, ensuring consistency across all user groups.
4. **Communication Skills** - Exceptional written and verbal communication skills with an ability to drive decisions required to authorise the right technical and business outcomes.
5. **Partnering** - Experience in communicating, consulting and negotiating with a diverse range of technical and non-technical stakeholders and identify and resolve conflict and successfully negotiate issues.
6. **Leadership** - Demonstrated ability to work independently, as well as collaboratively in a team, under broad direction, exercise significant delegated authorities to determine priorities and methodologies, and technically lead specialised ICT services and functions which impact service wide program delivery.

**Qualifications:**

**Essential:** Proven experience in data architecture, data governance, data management, or related roles. 5 years' experience with data governance frameworks, data quality management, and data cataloguing.

**Desirable:** Tertiary qualification in a relevant discipline OR a related field. Expertise gained from a combination of experience, training or professional accreditation. Experience working with ITIL-based service management processes.

**Key leadership competencies and expected behaviours at this classification:****Promotes strategic thinking and change**

- Creates a shared vision and mission for the BU.
- Inspires and influences others to assume ownership BU goals.
- Leads teams in aligning their priorities within a broader organisational and political context.
- Champions sustainability and long-term improvement. Communicates effectively and leads others in times of change.
- Identifies and analyses difficult and complex problems that have organisation-wide impact.

**Achieves objectives**

- Delivers results and improvements to meet BU objectives by translating ideas into concrete plans.
- Anticipates future organisational needs, risks and uncertainties, and aligns systems and resources to meet these needs.
- Makes well-informed and timely decisions that affect the BU, even when information is incomplete and ambiguous.
- Interprets and abides by the laws, regulations and policies determining BU activities.
- Takes accountability for team/BU success and manages others to achieve outcomes.
- Monitors the performance of the team/BU, considers feedback information and seeks continuous improvement.
- Integrates technical expertise into the BU to achieve its objectives.

**Leads business excellence**

- Sets clear standards, manages risks, setbacks, and implements continuous improvement initiatives.
- Sets challenging but achievable goals/targets with relevant metrics based on market trends, developments and legislative changes to ensure business needs are continually met.
- Provides clear and timely recognition, promptly addresses under performance and lifts performance through coaching.
- Inspires innovation and ongoing learning, and plans strategically to meet BU goals.
- Drives outstanding customer service by enabling team members to anticipate client needs.
- Empowers others to use resources effectively.

**Builds genuine partnerships**

- Considers the impact of decisions and priorities on other business areas, adapting approach to meet organisational goals.
- Approaches negotiations with an understanding of key issues and is able to clearly communicate reasoning and justification to facilitate mutually beneficial solutions.
- Facilitates constructive discussions to mediate conflict and disagreements. Encourages diversity of thinking and differences of opinion.
- Identifies and develops key strategic relationships and networks to achieve goals, increase departmental knowledge and create communication channels.
- Proactively develops effective strategic relationships, networks and partnerships with internal and external stakeholders.
- Models inclusive behaviour and tailors communication style to meet the audience's needs.

**Key leadership competencies and expected behaviours at this classification:**

**Models personal drive and professionalism**

- Maintains the highest level of integrity to embed ethical practice and organisation’s values into the culture.
- Raises and challenges important issues constructively, and backs own judgement and actions confidently when challenged.
- Demonstrates resilience in responding to changing directions. Modifies approach, processes and procedures to fit situational changes within the BU.
- Demonstrates a high level of self-awareness and acts as a role model by openly communicating strengths and development needs.
- Champions a workplace that values respect, diversity and individual differences to build a culture of inclusivity.
- Establishes expectations and models best practice wellbeing and safety behaviours.

**Approval:**

Assessed by: Anthony Halkias, HR Business Partner	<i>A. Halkias</i>	Date: 18/05/2026
Approved by: Shikha Sharma, Director Digital, Data and Technology	<i>[Signature]</i>	Date: 13/05/2026