



ROLE DESCRIPTION INFORMATION ARCHITECT

Cluster	Stronger Communities
Directorate / Business Unit	Technology, Finance and Legal Architecture and Governance
Role Number	52015400
Grade	RFS Level 10/11
ANZSCO Code	263299
PCAT Code	1226492
Date of Approval	20 September 2021
Website	www.rfs.nsw.gov.au

About Us

The NSW Rural Fire Service (NSW RFS) protects the community and our environment by minimising the impact of fire and other emergencies. Our shared vision is to provide a world standard of excellence in the provision of a volunteer-based community fire and emergency service.

The NSW RFS is established under the Rural Fires Act 1997 and is responsible for preventing and suppressing fires in rural fire districts, as well as being the lead agency for bush fire-fighting across the State. The agency also operates under the *State Emergency and Rescue Management Act 1989*. For over 100 years the NSW RFS has been a significant part of the history and landscape of NSW and is widely acknowledged as the largest volunteer fire service in the world.

Fighting fires and protecting the community from emergencies is the most visible aspect of the NSW RFS. The Service also has many responsibilities as the lead agency for bush fire management and mitigation in NSW. Working closely with other agencies, the NSW RFS responds to a range of emergencies including structure fires, motor vehicle accidents and storms that occur within rural fire districts.

Role Purpose

The role manages the delivery of NSW RFS information architecture domain, acting as principal advisor to lead the enterprise data model, including consideration across integration, data warehouse and analytic platforms. The role leads and delivers information architecture strategies, to produce effective information architectures, standards, roadmaps and solutions that meet business outcomes.

Key Accountabilities

1. Lead information management practices including governance, policies, standards and procedures providing uplift of data quality and availability within the organisation.
2. Develop comprehensive understanding of the enterprise data model covering conceptual, logical and physical data representations, including how the organisation stores and shares information sources to provide business value.

3. Establish an understanding and mapping of the data inflows and outflows of the enterprise including integration, data warehouse and reporting platforms through collaboration and coordination amongst business units.
4. Develop reference architecture, integration patterns and other reference assets in conjunction with relevant stakeholders and specialists to ensure a sustainable data environment and delivery mechanism across the information architecture practice.
5. Translate business practices and processes and develop and implement road maps to deliver architectures that enable delivery of appropriate solutions that are aligned to business strategy.
6. Work within data governance to ensure classification, security, people and process are inherent within all deliverables and are considered at each level of the delivered guidelines and strategies.
7. Provide specialist guidance, custodianship and architectural representation to facilitate efficient and productive use of data assets, working closely with stakeholders and project teams to ensure that all solutions work towards and become a component of the overall enterprise information architecture and strategy.
8. Research and remain current on technologies, trends, issues, standards and methodologies and identify opportunities to improve systems and processes.

Essential Requirements

- Advanced Diploma or Degree or equivalent experience in IT and information system design.
- During periods of major fire activity, the incumbent may be required to support operational management activities consistent with their skills and background.

Key Knowledge and Experience

- Genuine appreciation and understanding of a volunteer-based community service.

Role Dimensions

Decision Making

- The incumbent is expected to comply with the Work Health and Safety Act and associated legislation in the performance of all duties.
- Routinely makes their own decisions concerning assigned work and related matters, operating within standards, policies, procedures and relevant legislation.
- The incumbent seeks advice about matters that may be outside the scope of their normal activities or that might attract significant criticism or concern.

Reporting Line

The role reports to the Manager Architecture and Governance.

Direct Reports

Nil.

Budget/Expenditure

Nil.

Key Relationships – Internal





Who	Why
➤ Manager	➤ Work in close collaboration to ensure the seamless delivery of services
➤ Team	➤ Provide professional guidance and development to build capability and ensure consistent quality and accessible service provision
➤ Executive, Managers and Supervisors	➤ Maintain an inter-unit 'teams based' approach that builds capacity and has a focus on the provision of quality services.
➤ NSW RFS Members	<ul style="list-style-type: none">➤ Develop and maintain effective working relationships and open channels of communication across the agency to effectively contribute to better outcomes for our members and the community➤ Resolve issues and provide solutions to problems.

Key Relationships – External


Who	Why
➤ Other emergency services groups and professional bodies	➤ Work collaboratively to develop and communicate relevant research and practice outcomes
➤ Supplier	<ul style="list-style-type: none">➤ Investigate issues to ensure successful delivery of products and services.➤ Monitor sources to ensure quality of service and currency of information.➤ Evaluate options for solutions and services.➤ Incorporate external requirements and features in solution designs.➤ Escalate issues to address current and potential problems.

Capabilities for the Role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. **Focus capabilities** are considered the most important for effective performance of the role.

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Adept
	Act with Integrity	Adept
	Manage Self	Intermediate
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Adept
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Advanced
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	Project Management	Advanced
	Procurement and Contract Management	Intermediate
	Technology	Advanced

Occupation specific capability set (Skills Framework for the Information Age – SFIA)

Capability Set	Category, Sub-category and Skill	Level and Code
	Strategy & Architecture – Information Strategy Information Governance	Level 5 IRMG
	Strategy & Architecture - Business Strategy & Planning Enterprise & Business Architecture	Level 5 STPL
	Strategy & Architecture – Technical Strategy & Planning Data Management	Level 5 DATM
	Strategy & Architecture – Business Strategy & Planning Knowledge Management	Level 5 KNOW

Focus Capabilities: Occupation specific capability set (Skills Framework for the Information Age – SFIA)

Category, Sub-category	Level and Code	Skill and Level Description
Strategy & Architecture – Information Strategy Information Governance	Level 5- IRMG	<ul style="list-style-type: none"> Understands the implications of information, both internal and external, that can be mined from business systems and elsewhere. Makes decisions based on that information, including the need to make changes to the systems. Reviews new change proposals and provides specialist advice on information and records management, including advice on and promotion of collaborative working and assessment and management of information-related risk. Creates and maintains an inventory of information assets, which are subject to relevant legislation. Prepares and reviews the periodic notification of registration details and submits them to the relevant regulatory authorities. Ensures that formal information access requests and complaints are dealt with according to approved procedures. Contributes to development of policy, standards and procedures for compliance with relevant legislation.
Strategy & Architecture - Business Strategy & Planning Enterprise & Business Architecture	Level 5 - STPL	<ul style="list-style-type: none"> Contributes to the creation and review of a systems capability strategy which meets the strategic requirements of the business. Develops models and plans to drive the execution of the strategy, taking advantage of opportunities to improve business performance. Takes responsibility for investigative work to determine requirements and specify effective business processes, through improvements in information systems, data management, practices, procedures, organisation and equipment.
Strategy & Architecture – Technical Strategy & Planning Data Management	Level 5 - DATM	<ul style="list-style-type: none"> Devises and implements master data management processes, including classification, security, quality, ethical principles, retrieval and retention processes. Derives data management structures and metadata to support consistency of information retrieval, combination, analysis, pattern recognition and interpretation, throughout the organisation. Plans effective data storage, sharing and publishing within the organisation. Independently validates external information from multiple sources. Assesses issues which might prevent the organisation from making maximum use of its information assets.