

## **JOB DESCRIPTION TEMPLATE**

Career Ladder:	Database Administration
Business Title:	Database Architect
Department:	
Department Code:	
Level:	

### **Job Summary:**

The Database Architect provides highly specialized advanced technical expertise and mentoring in the development of existing or proposed environment specific databases and identifies new and emerging trends in data architecture.

### **Organizational Status:**

### **Work Performed:**

#### Specific Duties:

Core Duties:

- Provides advanced technical expertise and mentoring to the database analysis team and the broader organization.
- Analyzes new and emerging trends in data architecture, evaluates alternatives, and provides business cases in support of recommendations.
- Provides advice to senior management on database architecture advancements, and makes strategic methodology, development, and major expenditure recommendations.
- Investigates data warehousing options.
- Facilitates the development of relationships within and outside of UBC which will assist in the advancement of knowledge and methodologies.
- Makes presentations at local, regional, national and international conferences and workshops as well as to partner institutions.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

**Consequence of Error/Judgment:**

**Supervision Received:**

**Supervision Given:**

**Education/Work Experience:**

**Skills:**

**Competency Proficiency:**

**Core Competencies:**

Collaboration (Expert – E):

Identifies and improves communication to bring conflict within the team into the open and facilitate resolution. Openly shares credit for team accomplishment. Monitors individual and team effectiveness and recommends improvement to facilitate collaboration. Considered a role model as a team player. Demonstrates high level of enthusiasm and commitment to team goals under difficult or adverse situations; encourages others to respond similarly. Strongly influences team strategy and processes.

Communicating for Results (Expert – E):

Converses with, writes strategic documents for, and creates/delivers presentations to internal business leaders as well as external groups. Leads discussions with senior leaders and external partners in ways that support strategic planning and decision-making. Seeks a consensus with business leaders. Debates opinions, tests understanding, and clarifies judgments. Identifies underlying differences and resolves conflict openly and empathetically. Explains the context of multiple, complex interrelated situations. Asks searching, probing questions, plays devil's advocate, and solicits authoritative perspectives and advice prior to approving plans and recommendations.

**Problem Solving (Expert – E):**

Anticipates problem areas and associated risk levels with objective rationale. Uses formal methodologies to forecast trends and define innovative strategic choices in response to the potential implications of multiple integrated options. Generates and solicits the approval of senior leadership prior to defining critical issues and solutions to unclear, multi-faceted problems of high risk which span across and beyond the enterprise.

**Role Based Competencies:**

**Accountability (Expert – E):**

Defines strategic areas of responsibility. Plans and decides upon the reassigning and restructuring of significant organizational resources. Influences and sponsors cross-organizational decisions on work prioritization, resource allocation, and long-range standards of performance.

**Strategic Technology Planning (Expert – E):**

Recommends long-term best-in-class policies and plans that will provide enhanced support across the enterprise. Sponsors, coordinates, and approves the enterprise strategic technology plan. Steers enterprise initiatives that support the technology strategy. Allocates and aligns resources to meet the objectives of the plan. Partners with senior enterprise leaders to integrate the strategic technology plan with the enterprise long-term plans.

**Thoroughness (Expert – E):**

Sets the vision, defines the value, and acts as role model for creating a culture that sets superior standards and delivers on time and on budget. Agrees upon service level and project expectations with senior leaders. Reviews enterprise's progress against established goals, objectives, service level targets, and project milestones. Devises strategies for delivering large-scale projects on time. Proactively conducts business review meetings for reprioritization of resources and taking corrective action to respond to strategic initiatives. Holds self and leadership team members accountable for achievements, publicly recognizing successes. Identifies areas of potential vulnerability in achieving strategic business drivers. Supports the enterprise in achieving deliverables by investing in world-class organizational processes.