



Data and Information Architect

Wellington or Auckland

Team:	Architecture and Analysis	Location:	Wellington or Auckland
Reports to:	Head of Architecture and Analysis	Job family:	ICT
Role Type:	Architecture	Salary:	TBC

About Us

KiwiRail’s Role in Aotearoa, New Zealand

KiwiRail delivers sustainable and inclusive growth for our customers, our communities and our people. For more than 150 years, rail in New Zealand has connected communities, delivered goods and people around the country and showcased our spectacular scenery to the world. Our purpose 'Stronger Connections, Better New Zealand,' speaks to connected people, networks, journeys, experiences, and ways of working that move KiwiRail, the transport sector and New Zealand forward.

Our Workplace

At KiwiRail our values define the behaviour we expect from everyone. We have a team of over 4500 people and every connection we make with each other, our union partners, our customers and all our stakeholders must be of the highest standard.



Health, safety and wellbeing is our number one priority. Good safety is good business

About the Role

Purpose of the role

KiwiRail has a bold ambition to grow by winning customer loyalty and we know that we need to continue to work hard at being easier to do business with, improving our service performance, having consistent asset reliability and delivering for customers at a competitive price to achieve our ambition. We are a large and complex business and often face significant data and information challenges, such as managing vast volumes of data, ensuring data quality, integrating data from siloed systems, and maintaining data and information security and privacy.

As a Data and Information Architect you will be responsible for designing, creating, and managing KiwiRail's data and information architecture. This role involves ensuring that data and information is accessible, secure, and reliable by developing and maintaining data & information frameworks, models, and policies.

Key Accountabilities

Within the area of responsibility, this role is required to:

- **Design and Development:** Designing data and information solutions to store and retrieve organisation information. Design conceptual and logical data models and flowcharts.
- **Designing Data Ecosystems:** Create blueprints for data and information flow, storage, and governance. This includes defining data and information models and metadata standards.
- **System Analysis:** Analyse structural requirements for new software and applications. Collaborate with department heads to determine data and information storage and management needs.
- **Master Data Management:** Ensuring accurate and consistent master data across systems.
- **Data and Information Lifecycle Management:** This includes maintaining relationships across domains, modelling classification and hierarchies within the domains, and helping with master data quality through developing profiling, deduplicating, and merging rules to create golden records.
- **Supporting Enterprise Data and Information Strategy:** Collaborating with various teams to ensure the enterprise data & information strategy and its implementation add value to the organisation.
- **Security and Quality:** Ensure data integrity and security. Implement data quality assurance and governance practices.
- **Collaboration:** Work closely with IT and business teams to understand current needs and future requirements.

Key challenges

- Managing and analysing complex and sensitive issues
- Facilitating the engagement and input of a wide range of stakeholders and managing expectations

Key Relationships Here are the key relationships relevant to this role		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Internal	Head of Architecture and Analysis		✓		✓
	Head of Business Information		✓		✓
	Architecture Team			✓	✓
	Data Engineering, Integration and Cyber Security Team			✓	✓

	Data Stewards and Data Owners			✓	✓
	ICT SLT Team				✓
External	External Industry Data & Information Leads + 3 rd Party Suppliers and Vendors			✓	



What you will do to contribute

Health Safety and Wellbeing	<ul style="list-style-type: none"> • Promote a culture of safety and wellbeing within your team • Respond effectively to safety incidents and near-misses
Customer Focus	<ul style="list-style-type: none"> • Provide a positive customer experience • Support a customer-focused culture at KiwiRail • Know our services well and explain them to customers • Respond quickly to customer needs • Develop solutions to meet customer requirements • Solve complex customer issues • Work with colleagues to improve customer outcomes
High Performing Teams Skills	<ul style="list-style-type: none"> • Build a supportive and cooperative team environment • Provide timely and constructive feedback • Actively seek diverse perspectives in problem-solving
Commercial Acumen	<ul style="list-style-type: none"> • Consider financial implications when making recommendations • Understand and comply with procurement guidelines • Work with suppliers to ensure quality outcomes • Recognise how financial decisions impact KiwiRail's overall position
Project Governance	<ul style="list-style-type: none"> • Follow governance frameworks and systems
Risk Management	<ul style="list-style-type: none"> • Identify and forecast risks, issues, and opportunities in projects • Implement risk controls and engage stakeholders in risk management

Decision Making

The position is accountable for provision of data management strategy and architecture advice to project team members and relevant stakeholders.

Human Resources Delegations	Nil
Direct reports	None
Finance Delegations	None
Budget (operating and capital)	Nil
Travel Delegations	Nil
Statutory powers	Nil

Physical demands and the nature of work

This role is administration-based and requires:

- prolonged sitting and high computer usage
- limited walking, standing, twisting, bending (at the waist), crouching (bend knee)
- carrying of laptop and paperwork when alternating between home and office
- limited lifting of up to 7 kg archive boxes

Your role may include other tasks suited to your level, as your manager directs. This job description shows your current duties. We'll review and update it with you if your responsibilities change.

About you

Knowledge and experience

- 10+ years of experience in either database administration, systems engineering, and data & information management, with at least 3 years in the capacity of Data Architect, Information Architect or Data Lead.
- You have experience in architecting and implementing enterprise data warehouse, master data management, data integration, BI & analytics, content management and data management platforms
- You have experience creating and implementing data and information strategies that align with business objectives.
- You have deep understanding of Data Management frameworks (eg DAMA-DMBOK) and best practices.
- You have excellent communication and leadership skills, capable of influencing across all levels of the organization.

Ways of working / Work-related qualities

- You communicate well at all levels
- You make good decisions and are politically aware
- You're flexible and practical
- You focus on customers' needs
- You have a commercial mindset
- You value diversity

Other Requirements

KiwiRail uses Skills Framework for the Information Age (SFIA 8) to describe the skills required for roles within ICT. The skill level descriptions provide a detailed definition of what it means to practice the skill at each level of competency. You will need to demonstrate the following skills at the level listed. You can find detailed description of the skills and levels here: [SFIA 8 Skills List](#) .

- Enterprise and business architecture level 6
 - Information management level 6
 - Information assurance level 6
 - Consultancy level 6
 - Stakeholder Relationship Management 6
 - Business Situation Analysis level 5
 - Solution Architecture level 4
 - Emerging Technology Monitoring level 4
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- You can pass regular drug and alcohol screenings
 - You have a current and valid NZ Driver's Licence

Qualifications

You need either:

- Bachelor's degree in computer science, data science, information systems, or related field (master's degree preferred)
- Professional certification in Data Management (e.g Certified Data Management Professional)

**CREATING
STRONGER
CONNECTIONS**



KiwiRail 