

<b>Job Title:</b> Data Governance Manager	<b>Role Profile Number:</b> ENH147
<b>Grade: Q</b> <b>Salary:</b>	<b>Date Prepared:</b> 25/05/2022
<b>Directorate/Group:</b> Enabling	<b>Reporting to:</b> Head of Data Performance and Insight
<b>Structure Chart attached:</b>	No

### Job Purpose

- The Data Governance Manager leads on design and implementation of the Council's Data Governance policy and manages delivery of data governance activities.
- This post focuses on establishing and ensuring adherence to the Council's Data Governance Framework, including data policies, standards and practices, to achieve the required level of consistency, quality and protection to meet business needs.
- The Data Governance Manager directs the service and leads the corporate data governance approach. They serve as a point of escalation for governance, data quality and protection issues.
- They work closely with Business and Functional area leadership, managers and staff to improve the quality and value of core data assets, respond to regulatory protection requirements as well as support the strategic requirements of the department.

### Key Accountabilities

- Support the head of Data, Performance and Insight with the continued development and delivery of the data governance elements of the Council's Data Strategy.
- Maintain the Council's Data Governance Framework and documentation to reflect evolving governance requirements and organisational change.
- Design data governance processes based on specific needs of the business and drive acceptance and embedding of these processes by services.
- Collaborate with the wider business to ensure each service area is adopts and embeds the data governance strategy.

- Drive the development of data governance maturity and data ownership in the Council.
- Drive the Data Governance board agendas via regular communications/meetings, identifying priorities and making clear recommendations through collaboration with subject matter experts.
- Act as principal subject matter expert for all data governance activities including data policies, procedures, ownership, glossary and lineage.
- Provide oversight and direction for the Data Governance Team members, Data Owners and service area staff to ensure Data Governance Policy standards and processes are embedded and followed.
- Support analysts teams with data quality issue identification and resolution.
- Provide training, mentoring and support on data standards to Data Governance Team members, Data Owners and service area staff.
- Be accountable for and coordinate the development of data governance assets, including data dictionaries, data catalogues and the Council's Business Glossary , in conjunction with services areas.
- Lead the development of data quality standards to be used to monitor and report on data quality across the Council.
- Direct initiatives to manage, cleanse and improve data.
- Provide an escalation point for data governance issues, exceptions to policy and compliance decisions.
- Participate in system, data and process change control processes to provide guidance, oversight and decision-making.
- Organise and run data governance working groups.
- Create and disseminate communication material for data governance.
- Educate and publicise data governance concepts, policies and standards.
- Provide coaching and feedback to teams to drive continuous improvement in Data Governance.
- Lead the data risk & issue processes; ensure that owners have adequately captured risk and issues, and are actively managing them.
- Continually monitor and improve the effectiveness of the Data Governance Framework.
- Line management of data governance analysts.

## **Knowledge & Experience**

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

- Demonstrable experience of working in a data office, data governance or data management role
- Strong knowledge of data management and data governance frameworks and principles
- Data cataloguing, data profiling and data quality analysis, management and issue resolution processes.
- Clear understanding and experience of deployment of tools available on the market to gather, evaluate and manage data and data quality
- Experience of data quality definition, monitoring and remediation
- Strong change management and influencing skills
- Co-operative and constructive relationship development and management across Council teams.
- Communicating effectively to a wide variety of stakeholders at all levels of the Council.
- Making complex and technical information and language simple and accessible for non-technical audiences.
- Ensuring problems are fixed; knowing how to analyse, identify and manage problems and implement appropriate solutions.
- Strong planning, prioritisation, organisation, time management and communication skills.
- Excellent line and team management skills.
- Strong intellectual problem solving abilities including the ability to weight arguments, substantiate judgements and consistently produce compelling and persuasive narratives.
- Excellent oral and written communication skills with proven ability to distil, translate and communicate complex information accurately.
- Excellent organisational skills including negotiating and prioritising many competing demands and significant time pressures.
- Innovation with an ability to recognise and develop the potential for doing things differently and better.

- Ability to manage performance, develop people, skills in coaching, mentoring, and teaching on the job
- Knowledge of data risk management principles and practice

**Qualifications**

- Qualified to degree level or extensive equivalent experience.

**Decision Making**

- Complex decisions to risk assess and prioritise the identification and resolution of data quality issues across a number of Council services.
- Decisions over which data quality issues to escalate through the Council’s governance and risk management structure for management and leadership attention.

**Creativity and Innovation**

- The role will evaluate and determine corporate standards and processes to assess and ensure the quality of Council data. The approach taken will be fundamental to the delivery of the Data Strategy and Council Plan.
- Ability to link achievement of service objectives to required levels of data quality in services.
- Team composition to deliver services across a complex organisation.

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b></p> <ul style="list-style-type: none"> <li>• Data Governance Analysts x4</li> </ul> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"> <li>• Data Cataloguing</li> <li>• Data Profiling</li> <li>• Business Glossary production and maintenance</li> <li>• Data Quality Analysis and Management</li> <li>• Data Risk Management</li> <li>• Data Quality Action Plans</li> </ul>	<p><b>Budget Holder</b></p> <p><b>Responsibility</b></p> <p><b>Asset Responsibility:</b></p>	<p>No</p> <p>No</p>
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**Contacts and Relationships**

*(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

- Key relationships for the postholder will be with CMT members, Heads of Service and senior officers from partner organisations across Swindon and the wider South West region. Similar support is required for operational managers and staff.
- The post may be required to represent the Council at key external forums.

**Other Key Features of the role**

*(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).*

- None

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name:
<b>Date:</b>	