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| **Job Title** | Data Governance Officer |
| **School / Service** | Strategic Development and Delivery |
| **Grade** | Starting from £44,577 per annum inclusive of London Weighting |
| **Location** | Docklands |
| **Liaison with** | SDD and Directorate |
| **Contract type** | Permanent |

Build your career, follow your passion, be inspired by our environment of success **#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our ground-breaking 10-year Vision 2028 strategic plan, orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for generating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

**THE DEPARTMENT**

The Strategic Development & Delivery team works in partnership with stakeholders across the institution, combining our specialist expertise, sector knowledge and institutional awareness to support the delivery of our vision to 2028 and beyond. This is a new Directorate for UEL and comprises of four main portfolios:

Insights & Decision Support, Strategy & Performance, Portfolio & Benefits, and Change & Improvement. These four service areas will facilitate effective decision making, improve our staff and student experience, and deliver lasting positive change.

**JOB PURPOSE**

The work to achieve Vision 2028 requires not only positive change, but also a strong infrastructure to provide the tools and capabilities required to enable the vision to be realised. This role plays a pivotal role in developing and embedding structure and good practice in the way that the University manages data as an asset. Working as part of a small team, the Data Governance Officer will play an active role in the operation of the Data Governance Framework within the institution, working with a wide range of stakeholders to ensure that the framework remains fit for purpose.

**KEY DUTIES AND RESPONSIBILITIES**

* Supporting delivery of the University’s Data Governance Framework through undertaking specific actions within it
* Undertake case work on specific data issues with data owners and stewards
* Support data quality across the data landscape, advising on quality standards and good practise
* Act as the data quality ambassador to create a culture of data integrity throughout the organisation

**Accountabilities:**

Work within the Data Governance Framework, and advise others on how to operate in that framework

Identify key stakeholders in data quality issues and work through the issues identified in the data quality issue log

Support data owners, data stewards and other data governance roles in fulfilling their duties, including supporting individuals through the data governance framework and governance structures

To be a champion for data quality, provide advice and guidance on developing and delivering data quality standards

**Deliverables:**

* Responsibility for updating and publishing the:
* Data Glossary and Data Dictionary
* Data Quality Issues Log
* Data Quality Reporting framework
* Data domain and criticality maps
* Specific data casework for governance issues arising from the issue log
* Support the wider data community to develop good practise in governance
* Support data governance working groups as required

**Relationships**:

* The wider SD&D Directorate
* University Secretary
* DPO
* IT
* Information Security and Records Management
* Data Owners and stewards

**Capabilities:**

* Ability to apply and adapt theoretical knowledge to business context
* Ability to develop services and processes against organisational objectives, and adapting them in line with feedback
* Ability to foster trust in institutional data
* Ability to convey complex information in clear ways to a range of audiences and build data owner understanding and capability of good practice
* An innovator who can use imagination and creativity to find solutions to problems

**KNOWLEDGE, SKILLS, AND EXPERIENCE**

* Excellent interpersonal skills and demonstrable ability to build relationships and networks with a wide range of colleagues, including experience of building trust and influence with senior stakeholders
* Broad knowledge and experience of applied good practice in data governance
* Demonstrable experience of successfully creating and implementing innovative solutions to data challenges, including driving data quality and process improvement
* Evidence of ability to undertake and deliver specific projects and supervise short term project teams
* Experience of working within a defined data governance framework, including the use of data management tools and mechanisms, and of data quality concepts, principles and techniques.
* Evidence of ability to undertake and deliver specific projects and supervise short term project teams
* Good understanding of the UK Higher Education sector Awareness of the requirements of data protection legislation and confidentiality policies
* Experience of managing high performing teams and building institutional data capability
* Experienced and competent in the use of MS Office applications (specifically Word, Excel and PowerPoint)

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS**

**Desirable criteria:**

* Undergraduate degree or equivalent qualification

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

We're a disability confident employer and value all applications. Please let us know if you require any reasonable accommodations throughout the recruitment process.

So, if you’d like to take your career to the next level with us here at the University of East London and are passionate about our environment and commit to success, we want you to apply today!