

Data Governance Officer Planning & Performance

Finance



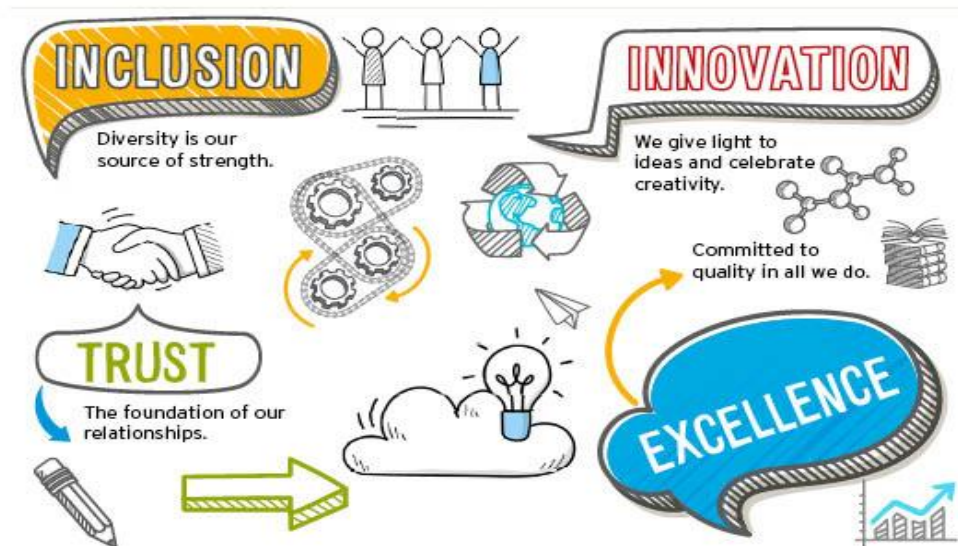
Brief summary of the role

Role title:	Data Governance Officer
Grade:	7
Faculty or Directorate:	Finance
Service or Department:	Planning & Performance
Location:	Main Campus
Reports to:	Business Intelligence Developer
Responsible for:	N/A
Work pattern:	Full-time

About the University of Bradford

Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



Equality, Diversity, and Inclusion (EDI)

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion at the heart of everything we do.

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme.

Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

Role holder: essential and desirable attributes

Qualifications

Essential	<ul style="list-style-type: none"> • N/A
Desirable	<ul style="list-style-type: none"> • Bachelor's degree in Information Management, Computer Science, or a related field • Professional certifications in data management (e.g., CDMP Associate)

Experience, skills, and knowledge

Essential	<ul style="list-style-type: none"> • Significant experience in data management or a similar role • Understanding of data governance principles and practices • Familiarity with data protection regulations and compliance requirements • Experience with data quality management processes
Desirable	<ul style="list-style-type: none"> • Experience working in higher education or a similar environment • Experience of Power BI and the Office 365 suite

	<ul style="list-style-type: none"> • Experience of specific Data Management software
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Personal attributes

<p>Essential</p>	<ul style="list-style-type: none"> • Excellent communication skills, both written and verbal • Interest in data and its potential to drive organisational improvement • Analytical and problem-solving abilities • Ability to explain data concepts to various audiences • Collaborative approach and ability to work in teams • Detail-oriented with a focus on accuracy • Self-motivated with the ability to work under supervision • Ability to build positive working relationships • Adaptable and willing to learn • Committed to personal and professional development • Strong ethical standards and commitment to data privacy
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Desirable

- Basic project management skills

Main purpose of the role

This role plays a pivotal part in evolving the data maturity of the organisation and developing a data culture which values data as an asset. The Data Governance Officer supports the development and implementation of the University's data governance framework, and is an integral part of the development of data culture across the institution. This role contributes to ensuring that data is managed effectively, promoting data quality and compliance across the institution.

To work as part of a cross-service group, ensuring operational excellence and consistency of practice across the University; contributing to University-wide strategies, plans and priorities.

Main duties and responsibilities

Note: The list below may vary to include other reasonable requests (as directed by university management) which do not change the general character of the job or the level of responsibility entailed

1. Stakeholder Engagement

- a. Implement data governance standards and processes, working with Data Owners, Data Stewards and Technology Services to implement consistent standards across the University
- b. Work with IT Services to manage the deployment of a University-wide data layer to support efficient and high-quality internal insight and intelligence
- c. Liaise with departments to understand their data needs and issues
- d. Support communication between IT, academic departments, and administration on data governance and standards
- e. Developing and implementing regular communication plan regarding the importance of data governance

2. Data Governance Framework

- a. Assist in implementing and ongoing development of the data governance framework
- b. Help maintain data policies, standards, and procedures
- c. Support the establishment, embedding and promotion of data ownership and stewardship roles to develop the organisation data culture
- d. To support the Data Governance Group; producing papers/ reports to support operational and strategic decision making



3. Data Quality Governance
 - a. Help implement data quality metrics and standards
 - b. Collaborate with stakeholders to develop the Data Quality Issues Log
 - c. Collaborate with stakeholders to resolve Data Quality Issues
 - d. Assist in data quality monitoring and improvement processes
 - e. Participate in data cleansing and enrichment initiatives
4. Compliance and Risk Management
 - a. Support compliance efforts with relevant data protection regulations
 - b. Assist in conducting data risk assessments
 - c. Collaborate with IT services on implementing data security measures
5. Data Literacy and Training
 - a. Develop data governance and literacy training materials with the Data Governance Group
 - b. Developing induction materials relating to data governance
 - c. Delivering data literacy programs
 - d. Provide first-line support for data-related queries
6. Metadata Management
 - a. Contribute to developing and maintaining the metadata repository
 - b. Documenting data assets and their lineage, including Data Landscapes and Maps, Domains and Data Glossary
7. Data Architecture Support
 - a. Assist in aligning data architecture with governance principles
 - b. Participate in data integration projects
8. Continuous Improvement
 - a. Keep updated on data governance best practices
 - b. Contribute to the regular review of the data governance framework
 - c. Making significant contributions to process reviews and system developments to simplify and streamline key processes, to eliminate duplication and to ensure that data management activities add value to the organisation
9. As a University citizen supporting key student events throughout the year such as Open days, clearing, enrolment, and Graduation.
10. Undertake any duties commensurate with the post as agreed with Line Manager