## POSITION DESCRIPTION

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| **Position Title** | Data Governance Lead |
| **Organisational Unit** | Information Technology |
| **Functional Unit** | Data Excellence |
| **Nominated Supervisor** | National Manager, Data Excellence |
| **Classification** | HEW 9 |

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| **CDF Level** | CDF1 | **Position Number** | 10612348 |
| **Attendance Type** | Full Time | **Date reviewed** | 13-AUG-2024 |

## ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement:   *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

An ACU education builds on the Catholic understanding of faith and reason working together in pursuit of knowledge and promotion of human dignity and the common good.

An ACU education seeks to transform lives and communities. Students are challenged to look beyond the classroom, solve real-world problems, develop their own search for meaning and cultivate strong professional ethics. They are invited to stand up for people in need and causes that matter.

ACU is open to all. As is common with great Catholic institutions the world over, the university is inclusive and supportive of everyone, every day – regardless of their faith or tradition.

ACU is a young university making a serious impact. Ranked in the top two per cent of universities worldwide and in the top 10 Catholic universities, we're also a leader in employability with 94 per cent of our graduates employed. The university has seven campuses around Australia, a campus in Rome, Italy, and an online campus – ACU Online.

ACU has four faculties, and several research institutes and directorates. We believe our number one asset is our people. It's the character, enthusiasm and dedication of our staff that make this a university like no other. All our staff contribute to the achievement of our goals set out in ACU's Vision 2033 and aim to provide high-quality services with a strong focus on service excellence.

To be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

The structure to support this complex and national university consists of:

- Vice-Chancellor and President
- Provost and Deputy Vice-Chancellor (Academic)
- Chief Operating Officer and Deputy Vice-Chancellor
- Deputy Vice-Chancellor (Research and Enterprise)
- Deputy Vice-Chancellor (Education)
- Vice President and Director (Mission and Identity).

## ABOUT INFORMATION TECHNOLOGY

Operating within the ACU's Corporate Services Portfolio, the Information Technology Directorate's core purpose is to deliver and manage the technology capabilities required to enable learning, teaching, research and business support functions across ACU to achieve their strategic and operational objectives and to foster a culture of digital innovation that enables the advancement of ACU's offer and execution, student experiences, and its industry partnerships.

The Information Technology Directorate is led by the Chief Information and Digital Officer (CIDO) and a leadership team of five direct reports, each representing distinct areas of focus required to realise its purpose, namely, Enterprise Capabilities, Data Excellence, Cyber Security, Service Delivery, and Digital Innovation & Change.

## ABOUT BUSINESS INTELLIGENCE

Our Business Intelligence team deliver services relating to:
- Business intelligence
- ACU DataHub
- Data Strategy

## POSITION PURPOSE

The Data Governance Lead will play a crucial role in establishing and leading ACU's data management and data governance practices. The position is responsible for ensuring that ACU's data assets are managed effectively, aligning with the university's strategic objectives and compliance requirements relating to cyber security risks, data security, data privacy and data governance.

Working collaboratively with a range of internal stakeholders, the Data Governance Lead will develop and deploy data governance frameworks and guidelines, including people, processes and tools to govern ACU's enterprise data. The Data Governance Lead will provide thought leadership at ACU in this crucial enterprise capability and drive, guide and support uplifting ACU's data maturity.

## KEY RESPONSIBILITIES

**Introduction**

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU's Vision 2033
- Catholic Identity and Mission
- Code of Conduct for all staff
- ACU Capability Development Framework
- ACU Staff Enterprise Agreement 2022-2025
- ACU Staff Reconciliation Action Plan

The Capability Development Framework describes the core competencies needed in all ACU staff to achieve the university's strategy and supports its mission.

| Responsibility | Scope |
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| Develop and deploy data governance frameworks and guidelines, including people, processes and technology considerations to govern ACU's enterprise data. Ensure the business value of data governance is clearly understood and acknowledged by the organisation. | The position contributes to activities; outcomes and goals; that are implemented and have impact across the University |
| Establish requisite data management capabilities such as discovering enterprise data, generating and maintaining a data catalogue, data lineage mapping, data classification and data categorisation. Identify and implement outcomes to advance ACU's data governance maturity. | The position contributes to activities; outcomes and goals; that are implemented and have impact across the University |
| Collaborate with privacy, records management and cyber security teams to develop, implement and continually enhance data governance policies, procedures and standards to ensure compliance with privacy regulations. Ensure that the risk of non-compliance is articulated and understood by the ACU community. | The position contributes to activities; outcomes and goals; that are implemented and have impact across the University |
| Identify and confirm data owners, data stewards and data custodians and collaborate with ACU's community ensuring they are compliant with their roles and responsibilities in governing ACU's data. | The position contributes to activities; outcomes and goals; that are implemented and have impact across the University |
| In collaboration with data owners and custodians, implement mechanisms for assessing, monitoring and continuously improving data quality, including data profiling, validation and cleansing processes to ensure the accuracy, consistency and integrity of data. Identify and implement targeted opportunities to uplift data quality. | The position contributes to activities; outcomes and goals; that are implemented and have impact across the University |
| Define data sharing and access frameworks across teams and departments, ensuring data is available to be used by the right user for the right purpose, while maintaining the security of private data. | The position contributes to activities; outcomes and goals; that are implemented and have impact across the University |

| Responsibility | Scope |
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| Provide advice and education to stakeholders ACU-wide on data governance best practices, policies and procedures. Establish an agile and responsive network and community at ACU for data governance. | The position contributes to activities; outcomes and goals; that are implemented and have impact across the University |
| Other duties as required from time to time, commensurate with the level of this role. | The position contributes to activities; outcomes and goals; that are implemented and have impact across the University |

## HOW THE ROLE OPERATES

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| The position manages complex; difficult or challenging matters/issues/tasks on a regular basis; These matters are often impacted by internal/external factors (technical; policies and procedures; industrial; funding; academic). |
| The position is expected to demonstrate critical thinking to make recommendations; to meet changing demands; and provide business aligned solutions. |
| The position needs to build relationships with staff across the organisation to perform their duties. |
| This position does not have managerial responsibilities. |

## SELECTION CRITERIA

| Qualifications, skills, knowledge and experience: | <ul><li>Qualification - Completion of relevant tertiary qualifications in data management or related qualifications, and/or an equivalent combination of relevant experience and/or education/training.</li><li>Experience - Demonstrated experience in data governance, data management, or data quality roles.</li><li>Experience - Demonstrated experience in developing and implementing data governance frameworks, guidelines, policies, procedures and standards in a complex environment.</li><li>Experience - Demonstrated track record in leading and managing data governance projects and teams.</li><li>Skill - Demonstrated proficiency in data governance tools and technologies.</li><li>Skill - Demonstrated analytical, problem-solving and decision-making skills.</li><li>Skill - Demonstrated communication, presentation, and stakeholder engagement skills.</li></ul> |
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| Core Competencies: | <ul><li>Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.</li></ul> |

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| | • Display openness and resilience, inspire others to change and act to make change happen with ACU's strategic goals and Mission at the heart of all outcomes.<br>• Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence.<br>• Communicate with purpose. Gain the support of others for actions that benefit ACU. Negotiate for mutually beneficial outcomes that are aligned with the Mission, Vision and Values of the University.<br>• Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness. |
| **Essential Attributes:** | Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment. |
| **Working with Children and vulnerable adults check** | This role does not require a Working with Children Check. |

## REPORTING RELATIONSHIPS

For further information about the structure of the University, refer to the Organisation Chart
https://www.acu.edu.au/about-acu/leadership-and-governance/leadership/organisational-structure