

JOB DESCRIPTION

Data Governance Lead

ROLE TITLE	Data Governance Lead
SECTION/DIVISION:	Strategy, Analytics and Reporting Office
REPORTS TO:	Senior Manager Strategy, Analytics and Reporting
DIRECT REPORTS (FTE):	Nil
INDIRECT REPORTS (FTE):	Nil
PRIMARY PURPOSE OF THE ROLE:	The Data Governance Lead is responsible for leading and delivering the University's Data Governance Service, ensuring best practice, ethical, and responsible use of data across the University. The role establishes and maintains the policies, standards, frameworks, and processes that govern the development, management, and use of data and data products, ensuring they are accurate, secure, accessible, and used appropriately. Working closely with academic and professional staff, the Data Governance Lead provides guidance and support on accessing, maintaining, and governing data, and fosters a culture of accountability, transparency, and trust in data-driven decision making. The role also oversees the identification, monitoring, and mitigation of risks associated with data use and data products, including data quality, bias, privacy, security, and regulatory compliance. Through strong governance practices, the role enables high-quality insights, supports regulatory, ethical, and cultural obligations, including obligations to Māori Data Sovereignty and Te Tiriti o Waitangi, and strengthens the University's capability to manage and use data as a strategic asset, to inform strategic and key operational decision making.
ACCOUNTABILITIES:	Data Governance Framework and Compliance • Develop, maintain, and continuously improve the University's data governance framework, including policies, standards, guidelines, and ways of working to govern data and data products. • Support the development and implementation of responsible and ethical data principles across the University, ensuring data is used transparently, fairly, and in line with legal and regulatory obligations. • Ensure effective execution and ongoing compliance with data governance standards, policies, and approved ways of working. • Ensure the data governance service and frameworks adapt in a timely manner to emerging and evolving issues, including Māori Data Sovereignty, advanced technologies, University policies and strategy, and community and stakeholder expectations. • Monitor, assess, and report on data governance metrics, highlighting areas of risk, non-compliance, or improvement, and supporting informed decision-making. • Facilitate data governance forums, management groups, and other decision-making bodies, coordinating discussions on data issues, risks, priorities, and remediation actions. • Identify, assess, and mitigate risks associated with data and data products, including data quality, bias, privacy, security, and appropriate use including protecting student welfare. • Support the efficient and effective execution of the University's strategy and Digital Services roadmap, ensuring governance aligns with institutional goals, digital initiatives, and technology-enabled change.

Data Ownership, Stewardship, and Capability:

- Support and guide data ownership and stewardship roles across the University, enabling clear accountability for data and data products throughout their lifecycle.
- Engage with academic and professional leaders to build and maintain appropriate levels of ownership, understanding, and accountability for responsible data use.
- Partner with business units, digital services, analytics and reporting, and research teams to identify, prioritise, and resolve data issues in a collaborative and timely manner.
- Support the development and maintenance of Te Tiriti-aligned data practices, ensuring Māori Data Sovereignty principles are embedded in the University's approach to data governance.

Data Literacy, Training, and Enablement:

- Champion data literacy and awareness across the University, promoting best practice in the use, interpretation, and governance of data.
- Provide training, guidance, and ongoing support to Data Domain Leads and Data Stewards to enable effective data governance.
- Support capability uplift initiatives related to data governance, including the development and delivery of training and learning materials.
- Manage and maintain the University's Data Knowledge base, ensuring content is accurate, accessible, and fit for purpose.

Stakeholder Engagement and Relationship Management:

- Build and maintain strong relationships with internal and external stakeholders across all areas of the University, acting as a trusted advisor on data governance matters
- Promote consistent, transparent, and responsible data practices and advocate for data governance as an enabler of high-quality decision-making, research excellence, and effective University operations.
- Engage with the sector to represent the University in relevant fora, ensuring the University leadership is aware of emerging trends and requirements.
- Liaise with the Privacy Officer and Legal Services to ensure data governance practices remain aligned with legislative requirements, including the Privacy Act 2020.

KEY RELATIONSHIPS:Internal

Senior University Leadership and Management
Heads of Academic Units and service areas
Academic and professional staff user and reference groups
Director of Student Services,
DVC Māori Office and DVC Pacific Office
Privacy Officer and Legal Services
Digital Services
Research Office and research community
Project Management Office

External

Tertiary Education Commission
Consultants and Contractors
Peer tertiary institutions
Relevant professional bodies and sector forums

QUALIFICATIONS AND EXPERIENCE:Essential

Tertiary level qualification or recognised qualifications(s) appropriate to the role, such as data, technology, information management, or related discipline. Considerable experience in data governance, data architecture, data management, or a related discipline, including experience working with data products across their lifecycle.

Demonstrated ability to ensure compliance with data governance standards, regulatory requirements, and ethical data use principles.

Preferred

Experience in the tertiary education sector or similarly complex organisation.
Experience supporting the delivery of enterprise-wide data strategies and roadmaps, ensuring governance is embedded into digital, analytics, and technology initiatives.
Experience contributing to or leading capability development initiatives, including training, mentoring, and knowledge-sharing related to data governance.
Strong understanding of data risk management, including data quality, privacy, security, and responsible use in a University context.
Experience working with Māori Data Sovereignty frameworks and Te Tiriti-aligned data practices.

TECHNICAL SKILLS AND KNOWLEDGE:

Essential

Strong understanding of data governance principles, operating models, and how governance extends across the full lifecycle of data and data products.
Technical understanding of data infrastructure and platforms, including cloud-based environments.
Sound understanding of relevant legislation and regulatory requirements, including the Privacy Act 2020, and their practical application in a University context
Project management capability to support and oversee the delivery of data governance initiatives balancing priorities, dependencies, and timelines.
Strong critical thinking and problem-solving skills, with a pragmatic, outcomes-focused approach.
Excellent verbal and written communication skills, with the ability to clearly explain complex data governance concepts to diverse audiences.
Ability to establish and maintain effective relationships with academic and professional staff, senior leaders, and external partners, and to influence without direct authority.
Sound judgement and professional integrity, with the ability to navigate complexity and ambiguity with confidence.
Commitment to continuous learning to remain current with evolving data technologies, governance practices, and regulatory expectations.

Essential

Knowledge with specific data governance tools and platforms such as Databricks, Microsoft Purview, or equivalent technologies.
Familiarity with business intelligence and data warehousing environments.
Experience with data quality frameworks and metadata management.

SPECIAL REQUIREMENTS:

Staff must comply with the Public Records Act 2005 and the Privacy Act 2020 and are expected to complete training to understand and meet these requirements.

DIRECT BUDGET ACCOUNTABILITY:

Nil

MĀORI STRATEGIC FRAMEWORK:

Act in a manner consistent with the principles and implications, as well as the University's commitment to the Treaty as articulated in the Māori Strategic Framework.

PACIFIC STRATEGIC FRAMEWORK:

Act in a manner consistent with the strategies and goals contained in the University's Pacific Strategic Framework, role-modelling and promoting Pacific values, equity and diversity principles and cultural safety practices.

HEALTH AND SAFETY:

Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks, and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors, and other staff.

SUSTAINABILITY:

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.

EQUITY AND DIVERSITY:

Act in a manner consistent with the University's commitment to anti-racism and the co-creation of accessible, safe, respectful, and welcoming environments where all students and staff are supported to achieve their full potential.

CAPABILITY FRAMEWORK:

Capability Group	Capability Name	Level
ENGAGE	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
ENABLE	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
PERSONAL ATTRIBUTES	Display Resilience and Courage	Adept
	Act with Integrity	Adept
	Manage Self	Adept
	Value Diversity	Adept
LANGUAGE AND CULTURE	Te Reo	Intermediate
	Tikanga Māori	Intermediate

CAPABILITY FRAMEWORK DESCRIPTORS

Data Governance Lead

ENGAGE

Communicate Effectively	Commit to Customer Service	Work Collaboratively	Influence and Negotiate
<i>Communicate clearly, actively listen to others, and respond with respect</i>	<i>Provide customer centric services in-line with the University's and organisational objectives</i>	<i>Collaborate with others and value their contribution</i>	<i>Gain consensus and commitment from others and resolve issues and conflicts</i>
ADEPT	ADEPT	ADEPT	ADEPT
Tailor communication to the audience Clearly explain complex concepts and arguments to individuals and groups Actively listen to others and clarify own understanding. Create opportunities for others to be heard Write fluently in a range of styles and formats. Prepare written material that is well structured and easy to follow by the intended audience	Foundational Take responsibility for delivering high quality customer-focused services Understand customer perspectives and ensure responsiveness to their needs Identify customer service needs and implement solutions Find opportunities to connect and co-operate with internal and external parties to improve outcomes for customers Maintain good relationships with key customers in area of expertise	Encourage a culture of recognising the value of collaboration Build co-operation and overcome barriers to information sharing and communication across teams and work units Share lessons learned across teams and work units Identify opportunities to work collaboratively with other areas to solve issues and develop better processes and approaches to work	Negotiate from an informed and credible position Lead and facilitate productive discussions with staff and stakeholders Encourage others to talk, share and debate ideas to achieve a consensus Pre-empt and minimise conflict. Recognise and explain the need for compromise Influence others with a fair and considered approach and sound arguments

ENABLE

Deliver Results	Plan and Prioritise	Think and Solve Problems	Demonstrate Accountability
<i>Achieve results through efficient use of resources and a commitment to quality outcomes</i>	<i>Plan to achieve priority outcomes and respond flexibly to changing circumstances</i>	<i>Think, analyse and consider the broader context to develop practical solutions</i>	<i>Be responsible for own actions, adhere to legislation and policy and proactively address risk</i>
ADEPT	ADEPT	ADEPT	ADEPT
Take responsibility for delivering on intended outcomes. Use own expertise and seek others' expertise to achieve work outcomes Ensure team/work unit staff understand expected goals and acknowledge success Identify resource needs and ensure goals are achieved within budget and deadlines Identify changed priorities and ensure allocation of resources meets new organisational needs. Ensure financial implications of changed priorities are explicit and budgeted	Take into account future aims and goals of the team/work unit and organisation when prioritising own and others' work Initiate, prioritise, discuss and develop team/work unit goals, strategies and plans Anticipate and assess the impact of changes, such as organisational strategy/economic conditions, on team/work unit objectives and initiate appropriate responses Monitor and evaluate achievements and adjust future plans accordingly	Research and analyse information, identify interrelationships and make relevant evidence based recommendations Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options Participate in and contribute to team/work unit initiatives to resolve common issues or barriers to effectiveness Identify and share organisational process improvements to enhance effectiveness	Ensure that actions of self and others are focused on achieving organisational outcomes Assess work outcomes and identify and share learnings to inform future actions. Exercise delegations responsibly Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks Understand and exercise integrity and due diligence with budgets, University monies and other resources

PERSONAL ATTRIBUTES

Display Resilience and Courage	Act with Integrity	Manage Self	Value Diversity
<i>Be open and honest, prepared to express your views, and willing to accept and commit to change</i>	<i>Be ethical and professional and act in keeping with the University's values</i>	<i>Show drive and motivation, a measured approach, and a commitment to learning</i>	<i>Show respect for diverse backgrounds, experience, and perspectives</i>
ADEPT	ADEPT	ADEPT	ADEPT
Be flexible, show initiative and respond quickly when situations change Give constructive and honest feedback and advice using appropriate manner and tone Listen when ideas are challenged, seek to understand the nature of the challenge and respond constructively Raise and work through challenging issues and seek alternatives Keep control of own emotions and stay calm under pressure and in challenging situations	Represent the organisation in an honest, ethical and professional way and support a culture of integrity and professionalism within the team/work unit Set an example for others to follow and identify and explain ethical issues pertaining to work activity. Ensure others clearly understand the legislation and policy framework within which they operate Act to prevent and report misconduct and inappropriate behaviour	Look for and take advantage of opportunities to learn new skills and develop strengths Show commitment to achieving challenging goals Examine and reflect on own performance and areas for improvement. Encourage feedback from colleagues and stakeholders Demonstrate a high level of personal motivation and maintain own motivation when tasks become difficult	Seek to promote the value of diversity for the organisation Recognise and adapt to individual differences and working styles Support initiatives that create an environment in which diversity is valued

LANGUAGE AND CULTURE

Te Reo	Tikanga Māori
<i>Develop understanding and use of te reo Māori (Māori language)</i>	<i>Create knowledge and use of tikanga Māori (Māori cultural practices) in the workplace</i>
INTERMEDIATE	INTERMEDIATE
Demonstrate use of te reo Māori words and phrases in appropriate work place settings Has prepared and can communicate accurately own mihi if required in the work place context Take part in opportunities to practice and extend own language capability	Understand the University's Māori Strategic Framework and incorporate its principles appropriately in work place activities Demonstrate an appropriate workplace understanding and awareness of tikanga Māori Has knowledge of the Articles and Principles of Te Tiriti o Waitangi Take part in opportunities to extend own understanding and awareness of tikanga Māori and Te Tiriti o Waitangi