

**Template**

**Position Description for Information Asset Management / Data Governance Officer**

# **Position Description**

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# **Position Details**

## Information Asset Management / Data Governance Officer

The Information Asset Management / Data Governance Officer is responsible for managing and governing the organisation's Information Asset Register (IAR) and ensuring adherence to metadata standards across the Enterprise Data Management Platform. This role involves developing, implementing, and maintaining data governance frameworks, policies, and procedures to ensure the quality, security, and usability of information assets across the organization.

# **About the role**

## Key Responsibilities

1. **Information Asset Management:**
   * Develop and maintain the Information Asset Register (IAR) to ensure all critical information assets are accurately documented and managed.
   * Collaborate with business units to identify, classify, and catalogue information assets.
   * Ensure regular updates and audits of the IAR to reflect changes in the data landscape.
2. **Metadata Standards Governance:**
   * Establish and enforce metadata standards and guidelines for the Enterprise Data Management Platform.
   * Work with data stewards and data owners to ensure consistent application of metadata standards across all data assets.
   * Monitor and audit metadata quality to ensure compliance with organisational standards.
3. **Data Governance Framework:**
   * Develop, implement, and maintain a data governance framework that aligns with organisational goals and industry best practices.
   * Define roles and responsibilities related to data governance and ensure effective communication and training across the organisation.
   * Establish data governance metrics and reporting mechanisms to monitor and improve data governance maturity.
4. **Policy Development and Compliance:**
   * Draft, review, and update data governance policies, procedures, and standards.
   * Ensure compliance with regulatory requirements and organisational policies related to data management and governance.
   * Lead initiatives to enhance data privacy and security within the data governance framework.
5. **Stakeholder Engagement and Collaboration:**
   * Engage with key stakeholders, including IT, legal, compliance, and business units, to align data governance initiatives with business objectives.
   * Provide expert advice and support to teams on data governance issues, including data quality, data lineage, and data stewardship.
   * Facilitate cross-functional working groups to drive data governance initiatives.
6. **Training and Awareness:**
   * Develop and deliver training programs and materials to promote awareness and understanding of data governance practices across the organization.
   * Foster a culture of data stewardship and accountability among all employees.
7. **Continuous Improvement:**
   * Identify opportunities for improvement in data governance processes and implement solutions to enhance efficiency and effectiveness.
   * Stay current with industry trends and best practices in data governance, information asset management, and metadata standards.

Key Performance Indicators (KPIs):

* Timeliness and accuracy of the Information Asset Register updates.
* Compliance with metadata standards across the Enterprise Data Management Platform.
* Adoption and adherence to data governance policies and procedures.
* Improvement in data quality metrics.
* Stakeholder satisfaction and engagement in data governance initiatives.

# **About you**

## Qualifications

* **Education:** Bachelor’s degree in Information Management, Data Science, Computer Science, Business Administration, or a related field. A master’s degree or relevant certifications is preferred.
* **Experience:** Minimum of 5 years of experience in data governance, information asset management, or a related field within a complex organization.
* **Skills and Competencies:**
  + Strong understanding of data governance frameworks, practices, and industry standards
  + Experience in managing Information Asset Registers and metadata standards.
  + Excellent analytical and problem-solving skills, with a keen attention to detail.
  + Strong communication and interpersonal skills, with the ability to engage and influence stakeholders at all levels.
  + Ability to work independently and as part of a team, managing multiple priorities in a fast-paced environment.