

Advertisement

Post Title: Data Governance Manager

School/department: University Operations and Strategic Planning

Hours: Full time or part time hours considered up to a maximum of 1.0 FTE. Requests for flexible working options will be considered (subject to business need).

Contract: Permanent

Reference: 7334

Salary: starting at £42,149 to £50,296 per annum, pro rata if part time

Placed on: 07 December 2021

Closing date: 19 January 2022. Applications must be received by midnight of the closing date.

Expected Interview date: TBC

Expected start date: As soon as possible.

We are looking for someone who is experienced in Data Governance and with knowledge of data related regulatory requirements and emerging trends and issues to join the University Operations and Strategic Planning division in this newly developed role.

You will support the development and delivery of the Sussex Data Strategy, and the development and implementation of the Data Governance Operating Model.

It's an exciting time to join the University of Sussex as we seek to appoint a new Vice Chancellor and embark on a major programme of investment in both education and research. You'll be helping to ensure that decisions and new directions are evidence-based and data-driven.

Please contact Kay Jones (kay.e.jones@sussex.ac.uk) for informal enquiries.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The School / Division

The division of University Operations and Strategic Planning brings together a small central Planning team with the professional services colleagues working in academic Schools. Within that, the Planning team provides key data-driven insight and support to the University's Executive Group, Heads of Schools and Professional Services Directors.

3. Job Description

Job Description for the post of: Data Governance Manager

Department: Planning

Section/Unit/School: University Operations and Strategic Planning

Location: Sussex House, University of Sussex, Falmer, Brighton

Grade: 8

Responsible to: Director of University Operations and Strategic Planning

Purpose of the Post

The Data Governance Manager will be the lead subject matter expert on Data Governance matters across the University and serves as a point of coordination and escalation for data governance and data quality management issues. The post will support the development and delivery of the Sussex Data Strategy, and the development and implementation of the Data Governance Operating Model

Key areas may include, but are not restricted to:

- Leading the development of a Data Management Strategy and implementation plan
- Ensuring that data structures and tools align with information security policies and are compliant with internal policies and external regulation
- Serving as a source of expertise around data matters
- Developing the existing data asset register
- Having oversight of data quality issues, tracking them and facilitating conversations to remediate
- Enhancing data capability and skills across the institution by coaching, training and presenting to staff
- Liaison with external bodies and sector colleagues
- Liaison with senior colleagues, peers and teams across the University.

4. Person Specification

Essential Criteria

- Educated to degree level, preferably in an Information Management, Computer Science or Data Management subject.
- Experience in a relevant data/information role
- Experience in delivering data quality initiatives that have provided tangible efficiencies or business value
- Knowledge of one or more Data Management areas such as Data Quality, Data Migration, Document Management, Metadata Management etc.
- Knowledge of data governance, data quality and data protection management practices
- Excellent interpersonal skills with the ability to engage a range of audiences internally and externally.
- Confident interacting, advising and influencing senior leaders within the organisation.

Desirable Criteria

- Experience of working in Higher Education.

