



# Job Description Form

## 013439 Principal Data Management Officer

### Business Solutions and Governance Branch

#### POSITION DETAILS

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Classification Level:	7
Award/Agreement:	PSA 1992 / PSGOGA 2014
Position Status:	Permanent
Organisation Unit:	Corporate Support Division, Knowledge, Information & Technology Directorate
Physical Location:	Perth CBD

#### REPORTING RELATIONSHIPS

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Responsible to: 013029 Assistant Director Business Solutions & Governance, Level 8

**THIS POSITION:** 013439 Principal Data Management Officer – Level 7

Direct reports: TBD

#### OVERVIEW OF THE POSITION

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The Knowledge, Information and Technology (KIT) directorate is accountable for a broad remit of information management encompassing Information, Communication and Technology systems, and services all aspects of business intelligence, information management and, legislative compliance. In order to successfully deliver its accountabilities, the directorate is segregated into four branches: Legal and Legislative Services, Business Intelligence and Reporting, Business Solutions and Governance and Technology Systems. Cross functional integration and customer focus are essential for the directorate to continuously improve its services, proactively identify and meet stakeholder requirements.

The Business Solutions and Governance Branch plays a key role in managing the Department's information assets. The branch is responsible for setting business rules and governance frameworks to ensure that technological solutions are complimentary, aligned with strategic direction set by the Office of Reform, and provide information that is reliable, properly described, secured and readily available to inform decisions.

The Principal Data Management Officer will assess and develop systems, processes and controls to monitor and ensure the reliability, integrity, security and availability of departmental data and information. The Principal Data Management Officer will be the custodian of the enterprise data model setting the blue print for all internal data including incoming data from external sources, setting strategies, policies, business rules and governance frameworks to ensure that information is reliable, properly described, secured and readily available to inform decisions.

The Principal Data Management Officer will assist in the preparation and execution of increased digitalisation working across the Kit Directorate to ensure data integrity considerations inform changes to systems and processes.

## **JOB DESCRIPTION**

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As part of the Legal and Legislation team, the successful applicant will be expected to:

- Maintain focus on the Department's goals concerning safety, security and rehabilitation;
- Work to improve communication and model integrity and respect in all interactions;
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity;
- Operate within chain of command facilities to coordinate activities required to meet the Department's strategic objectives;
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate;
- Facilitate cultural and management reforms within the Department through leadership and engagement; and
- Represent the Department's interest on committees and working groups as required.

## **ROLE SPECIFIC RESPONSIBILITIES**

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- Leads and manages a team responsible for setting systems, processes and controls to ensure that information is reliable, properly described, secured and readily available to inform decisions
- Manage the data quality function for the department to ensure that data quality issues are remediated, monitored and reported on.
- Lead the development of frameworks for data and information security through the development of classifications, and processes to ensure the integrity and security of departmental data and information;
- Implement and manage data governance processes that formalise data administration ownership, including allocation of roles and responsibilities and approval protocols in consultation with the Office of Reform.

- Ensure the provision of advice and training to operational staff on the effective use of application systems and data; including the provision of support for the creation of storage and use of information;
- Assist in the preparation and execution of a strategy for increased digitalisation while ensuring information security;
- Lead the development and maintenance of an enterprise data model for organising and describing information;
- Ensure data system changes and implementation of new software are informed by data integrity and security considerations.
- Supports the operations of the Business Solutions and Governance Branch by actively contributing to discussion around emerging issues and set trends, and acts as a positive change agent, promoting continuous improvement in a multi-disciplinary environment of reform
- Other duties as required

## **JOB RELATED REQUIREMENTS**

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In the context of this position, the ability to demonstrate the following skills, knowledge and experience.

### **Shapes and Manages Strategy**

The ability to; provide direction to others regarding the purpose and importance of their work , set work tasks that align with strategic objectives and communicates the expected outcomes, understand the Department's objectives and aligns project activities accordingly, consider the ramifications of identified issues and evaluate their potential impacts on work plans and operational goals, gather and investigate information from a range of sources and explore new ideas and different points of view, investigate best practice approaches that may enhance service delivery are important for this role.

### **Achieve Results**

The ability to; critically review project/program performance, identify areas of improvement and initiate changes to ensure positive outcomes, identify key talent that will enhance and support performance, remain flexible and responsive to changes in requirements, seek specialist expertise and capitalise on the expert knowledge and skills of others, set clear plans and timeframes for project implementation and outlines specific activities that support success, respond in a positive and flexible way to change and uncertainty, share information and own expertise with others, see projects through to completion, monitor project progress and adjusts plans as required to meet deadlines, commit to achieving quality outcomes and seek feedback from stakeholders to gauge satisfaction are all fundamental to this role.

### **Builds Productive Relationships**

The capacity to; build and sustain relationships with a network of key people internally and externally, be proactive in offering assistance for a mutually beneficial relationship, anticipate and be responsive to internal and external clients' needs, involves, encourages and recognises the contributions of people, consult and share information and ensures that others are informed of issues, work collaboratively with the team, encourage the exploration of diverse views and try to see things from different perspectives, identify learning opportunities and strengths within the team and

delegate tasks accordingly, set clear performance standards and provide timely praise and recognition, provide constructive objective feedback in a manner that gains acceptance and achieves resolution, deal with poor performance promptly are requirements for this role.

**Exemplifies Personal Integrity and Self-Awareness**

This role requires; a high level of personal commitment to integrity, professionalism, probity and personal development, adherence to the Code of Conduct, the ability to stand by own position when challenged, to seek advice and guidance when required, takes personal responsibility for meeting objectives and shows initiative and acts proactively to progress work to meet deadlines, able to remain positive and respond to pressure in a controlled manner – continues to progress work despite criticisms and setbacks, a strong commitment to learning and self-development and acceptance of challenges and new opportunities. Engage with risk by providing impartial and forthright advice, constructively challenging important issues and proposing solutions. Actively identifies and manages risk issues escalating as required.

**Communicates and Influences Effectively**

A demonstrated ability to: present messages confidently and persuasively and to successfully listen, understand and adapt to a range of audiences, approach negotiations with a strong grasp of key issues, able to frame persuasive arguments that take account of opposing views, encourage support from relevant stakeholders, strive to achieve outcomes that benefit both parties are all requirements for this role.

**Role Specific Criteria**

- Significant experience in the use of Data Quality tools, techniques and practices.
- Knowledge of current and emerging trends and practices in relation to data governance and data management.
- Experience in developing data models in large complex organisations.

**SPECIAL REQUIREMENTS/EQUIPMENT**

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Nil

**CERTIFICATION**

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The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

COMMISSIONER

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR CERTIFICATION DATE: \_\_\_\_\_