Position Title:	Senior Data Governance Analyst	**Classification Level:**	Level 5
Position Number:	Generic 28	**Location:**	Midland
Reports To:	Data Governance Manager, Level 6	**Positions Under Control:**	0
Branch/Section:	ICT/Data and Digital Governance	**Job Families/ Function:**	ICT
Business Unit:	Corporate Services	**Leadership Context:**	Personal Leadership

Business Area Overview

Corporate Services supports the operational business units to fully harness their potential to deliver on Landgate's vision "to fully harness the value of where to power a thriving Western Australia". The Information, Communications and Technology (ICT) branch is responsible for managing the delivery of ICT services with three major areas of focus: governance of the agency's data, technological systems, and applications; support and development of core ICT services; and management of key ICT suppliers on behalf of the agency.

Role Summary

The role works closely with data and product stakeholders from across the business in developing policies, procedures, standards and related initiatives designed to deliver continuous improvement in data management practices within Landgate. The role assesses data quality and implements improvements and involves reviewing data dictionaries, data lineage documentation, and resolving data governance-related issues. The role also includes the administration, maintenance and curation of Landgate's enterprise data catalogue, and training of its use across the agency.

Responsibilities

- Participating in and supporting relevant working groups and other governance-related bodies, in accordance with its Terms of Reference.
- Provision of support and monitoring assigned actions in ensuring identified data related risks are mitigated through maintaining effectiveness of controls and leading execution of treatment action plans.
- Supporting, co-ordinating and at times leading prioritised activities designed to minimise internal and external audit findings impacting Landgate's data governance processes, policies and procedures.
- Analyse data to identify data quality issues, data lineage, trends or relationships among variables.
- Maintain data in information systems, databases or documents (eg: Landgate's enterprise data catalogue, Content Manager, Data Dictionaries, Business Glossaries)
- Develop procedures for management of data, systems or applications within care and control.
- Development of relevant policies, procedures and work instructions in support of the data governance function and framework.
- Working with stakeholder groups in identifying and analysing complex data related issues (including data quality, integrity, security, inappropriate use) and co-ordinating/supporting/leading initiatives designed to resolve such issues.
- Support and help stakeholders understand their role in managing the data they are responsible for in the context of the framework.
- Identifying, capturing and maintaining data assets within Landgate's enterprise data catalogue, and analysing the completeness of the metadata and data lineage within the catalogue.
- Engages and coordinates with subject matter experts to resolve complex issues as they relate to customer/organisational requirements.

- Adheres to Work Health and Safety (WHS) policies and procedures that ensures the safety of staff and customers.
- Acts with integrity at all times, demonstrates behaviours aligned with Landgate's code of ethics and works within relevant policies and procedures, contributing to the accountabilities of the team.
- Performs other duties as directed.

Essential Role Requirements

Expected Behaviours

Landgate has adopted the Public Sector Leadership Expectations framework, and this role sits in the **Personal Leadership** context. Personal Leadership is about the work of individuals not yet in traditional leadership positions who make a direct and immediate difference to the agency.

- **Lead collectively** – You proactively build strong working relationships with members of your team and use these relationships to achieve your objectives and deliverables to a high standard.
- **Think through complexity** – You use information and analysis to initiate problem resolution and seek guidance as necessary.
- **Dynamically sense the environment** – You seek to understand issues and problems before reacting and discuss them thoughtfully with your team.
- **Deliver on high leverage areas** – You pursue with tenacity the high leverage priorities that are essential to your work and agency.
- **Build capability** – You actively contribute to the development of your team's capability, ensuring you support your team members.
- **Embody the spirit of the public service** – You complete your work practices in accordance with the policies and procedures of your work area, seeking clarification and guidance as necessary.
- **Lead adaptively** – You are continually learning and adjusting your approach to be effective in the changing work environment.

Experience/Qualifications

- Prior experience in data management, data analysis or business analysis within a data-oriented organisation or role.

Appointment Conditions

- National Police Clearance

Reporting Relationships

Reports to:	
Data Governance Manager, Level 6	Other positions reporting to this position:
	Senior Data Governance Analyst, Level 5
	Data & Digital Governance Analyst, Level 4
This position:	
Senior Data Governance Analyst, Level 5	
	Direct reports:
	Nil

Certification

These details are an accurate statement of the duties, responsibilities and other requirements of the position.

Position Title and Business Unit	Name	Date
P&C Advisor, People Culture and Environment	Imogene Wheately	02/10/2024
Chief Information Officer, ICT	Hadizah Hallid	02/10/2024

Effective Date: 12 December 2024