

Position Title:	Data Governance Manager	Classification Level:	Level 6
Position Number:	3240057	Location:	Midland
Reports To:	Senior Manager Data & Digital Governance, Level 7	Positions Under Control:	3
Branch/Section:	ICT/Data and Digital Governance	Job Families/Function:	ICT
Business Unit:	Corporate Services	Leadership Context:	Leading Others – People Leader

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 Data Governance Manager leads a small team dedicated to maximising the value the agencies data assets whilst minimising risk via development of and adherence to standardised data governance policies, standards and procedures. The role actively engages with senior data stakeholders (owners, stewards, custodians) across the business in fostering a culture of data excellence and continuous improvement of data management practices within Landgate. The role will be responsible for progressing initiatives to meet the objectives outlined within Landgate’s Data Strategy, and implementation of the Data Governance Framework. The role also includes governing the use and management of Landgate’s enterprise data catalogue.

Responsibilities

- Provides support to the Senior Manager Data & Digital Governance in the implementation of Landgate’s Data Governance Framework, including establishment and management of data governance oversight structures and development of policies and procedures in support of the framework.
- Leads data related initiatives and projects designed to achieve agreed outcomes
- Leads and manages the Data Governance team to support the wider business to improve data management practices whilst ensuring compliance with data governance policies, standards and procedures.
- Manages the cataloguing of Landgate’s data assets within Landgate’s enterprise data catalogue including registration of technical data assets, metadata curation, data lineage, data classification, business descriptions and related business glossaries.
- Establishes and leads cross-functional data working groups in prioritisation and resolution of data related issues.
- Ensures authorised and controlled publication of Landgate data in accordance with Landgate’s data governance policies, procedures and relevant legislation
- Ensures data governance activities are considered within the broader ICT governance ecosystem and change management processes.

- Works with stakeholders to identify, evaluate, report and monitor data related risk, and leads the development and implementation of risk mitigation strategies and activities.
- Provides data governance and compliance advice and direction for projects, contract matters and product development.
- Analyses and monitors downstream impacts of changes to corporate datastores and schema changes, and ensures that these impacts are clearly understood, and authorises changes in accordance with Landgate's ICT change management processes.
- Applies state and federal information classification policies and processes.
- Develops stakeholder relationships and works collaboratively with a diverse range of stakeholder types in developing policies, standards and procedures.
- Manages resource allocation and considers future changes that impact operational functionality, processes and workflows.
- 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 **Leading Others** context. Leadership in this first formal positional leadership context is about motivating and enabling others to deliver high quality work that contributes to the agency.

- **Lead collectively** – You monitor the impact of your decisions and actions, ensuring that you continuously deliver value for the agency.
- **Think through complexity** – You draw on information from an array of sources, applying your judgement and technical expertise to identify what is relevant and important.
- **Dynamically sense the environment** – You continually clarify objectives and provide guidance where necessary.
- **Deliver on high leverage areas** – You train others to think about their work and how it relates to high leverage areas, and monitor the implementation and completion of tasks.
- **Build capability** – You lead development and focus on processes and activities in your team and domain of expertise.
- **Embody the spirit of the public service** – You take responsibility for aligning others with prescribed work practices and act ethically, continually reinforcing the spirit of public service.
- **Lead adaptively** – You lead others through changes with strength and understanding, and support those who are challenged by change.

Experience/Qualifications

- Experience working with and managing data (structured and unstructured) within an information management environment in a data related business or the field of data science.
- Experience in leading initiatives aimed at continuous improvement in data management and governance practices within an organisation with diverse data requirements.
- Experience creating, managing and maintaining business glossaries, data dictionaries or data models
- Knowledge or understanding of DMBok: Data Management Body of Knowledge.

Appointment Conditions

- National Police Clearance

Reporting Relationships

Reports to:	
Senior Manager Data & Digital Governance, Level 7	Other positions reporting to this position:
	Digital Governance Manager, Level 6 (x3)
This position:	
Data Governance Manager, Level 6	
	Direct reports:
	Senior Data Governance Analyst, Level 5 (x2)
	Data & Digital Governance Analyst, Level 4
	Indirect 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 Wheatley	02/10/2024
Chief Information Officer, ICT	Hadizah Hallid	02/10/2024

Effective Date: 12 December 2024