

Position Title:	Data & Digital Governance Analyst	Classification Level:	Level 4
Position Number:	3240060	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

Data and Digital Governance Analyst role is responsible for undertaking product and data analysis and reporting activities in support of the data governance and product management functions within the Data and Digital Governance team, including gathering and analysing data, generating and maintaining reporting related to product performance and data governance activities, maintaining processes, procedures and other related documentation.

Responsibilities

- Participates and supports relevant working groups and other governance-related bodies in accordance with its Terms of Reference.
- Supports prioritised activities designed to minimise internal and external audit findings impacting Landgate's data governance processes, policies and procedures.
- Collaborates with internal and external stakeholder groups in gathering and arranging data for analysis and reporting purposes and supports initiatives designed to improve products, data asset management and governance.
- Analyses operational data to evaluate processes, identification of issues, informed decisions or activities.
- Develop and maintain processes, procedures and instructional documentation.
- Maintain records within information systems, databases or documents (e.g. Landgate's enterprise data catalogue, Content Manager, Data Dictionaries, Business Glossaries and product catalogues).
- Prepare research, analytical reports or presentations.
- Provides support in identifying, capturing and maintaining data assets within Landgate's enterprise data catalogue, and analysing the completeness of the metadata and business descriptions within.
- 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 complete your work to a high standard and ensure information is accurate.
- **Think through complexity** – You think through complexity by following set procedures and applying your knowledge, skills and experience to identify problems as they arise.
- **Dynamically sense the environment** – You listen to and understand the needs of others in your work environment.
- **Deliver on high leverage areas** – You take responsibility for managing your work to achieve results, keeping others informed of your progress.
- **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 business analysis experience within a technology systems and/or 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 (x2)
This position: Data & Digital Governance Analyst, Level 4	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 Wheatley	09/10/2024
Chief Information Officer, ICT	Hadizah Hallid	09/10/2024

Effective Date: 12 December 2024