Data Governance Manager

Description

The **Data Governance Manager** leads the university-wide data governance program in consultation with university governance bodies. The data governance program scope covers GSU administrative data, including financial, human resources, student records, IT, Research, Advancement, and PR & Marketing. This role has university-wide reach and impact and offers the opportunity to build connections across schools and business units. **The purpose of the role is to forge shared agreements across schools and units on the definition, documentation, and appropriate use of GSU data assets**. As all parts of the university become increasingly data-informed, the Data Governance Manager works to ensure that GSU stakeholders know what data mean, know where to find data, and know how data should be used.

The Data Governance Manager works to bring people across the university together around the shared purpose of leveraging our data to achieve GSU's mission. The Data Governance Manager needs excellent diplomacy, facilitation, and communication skills to work effectively across our highly decentralized institution. This position works with organizations across campus to tailor the data governance program to local needs while supporting university-wide structures, policies, and processes.

The Data Governance Manager reports to the Associate Provost of Institutional Effectiveness. Priorities for the data governance program are established in high-level university governance bodies, from which the Data Governance Manager takes direction.

<u>**Core Duties**</u>
- Leads the university's data governance program. The data governance program ensures the integrity and usefulness of university data assets by supporting their consistent definition, documentation, and appropriate use.
- Manages and directs the development, implementation, administration, and evaluation of data governance initiatives.
- Monitors trends and developments in the field of data governance and recommends strategic directions and priorities to GSU leadership.
- Acts as the subject matter expert for the university regarding the interpretation, implementation and compliance with data governance policies and regulations. Formulates and proposes policies to the university governance bodies. Produces documentation, instructions, usage agreements and other guidance documents.
- Recommends actions and solves complex issues that span organizational boundaries.
- Represents the program to university stakeholders, including schools and administrative units.
- Represents GSU in consortia with peer universities and through data governance professional organizations.
- Creates and manages an outreach strategy that includes relationship development, communications, and compliance.
- Leads working groups appointed by the Data Advisory Group to achieve articulated priorities.
- Maintains the data stewardship structure at the university, including defining roles and providing support to data stewards.
- Provides training and support to Data Trustees, Data Stewards, Data Custodians, and Users.
- Assists staff in the development and implementation of programs or functions.

Knowledge, Skills and Abilities:
- Demonstrate knowledge of data governance concepts, techniques, processes and applications.
- Knowledge and experience of data architecture, business intelligence, and analytics.
- Knowledge of higher education institutions and experience with enterprise data in a university context.
- Demonstrate leadership skills and ability to influence and motivate constituencies which span multiple organizational boundaries.
- Demonstrate excellent planning, organizational and analytical skills.
- Demonstrate ability to make sound business decisions using good business judgement and innovative and creative problem-solving.
- Demonstrate ability to manage financial, organizational and staff resources.
- Excellent interpersonal and communications skills with the ability to cultivate professional and business partnerships.
- Excellent writing skills and abilities to communicate complex ideas to diverse audiences.
- Strong project planning and management skills.
- Experience in or knowledge of business process improvement methodology.
- Ability to act independently and as part of a team. A willingness to be flexible and adapt to different stakeholder needs and organizational cultures.

Disclaimer: This job requisition provides a high-level job definition. It is not intended to provide a comprehensive or exclusive list of job duties. As such, job duties and/or responsibilities within the context of this job requisition may change at the discretion the employee's direct supervisor.