Job Title: Data Governance Project Analyst

Location: Central Campus

Job ID: 41480

Salary Grade/Band: Band K

Salary Range: $73967.00 - $110951.00 (annual)

Hours per Week: 35

Posting Details

- **Education Level**: Bachelor’s degree
- **Career Level**: Masters or 5 years work experience an asset

Job Description

The Provost and Vice-President (Academic) is the chief academic officer of the University and provides vision and leadership for all of McMaster’s academic activities. The Data Governance program is a pan-university initiative that engages with University leaders, information technology, privacy, information management and functional areas to identify and define data elements, to govern data systems and reports in order to improve accuracy and efficiency and move the university towards trusted and fit data to support evidence-based decision-making.

**JOB SUMMARY:**

The Data Governance Project Analyst reports to the Senior Manager, Data and takes leadership on planning, designing, and conducting various projects, interpreting findings, and disseminating results (written and verbal). Projects deal with various aspects of university business in support of Data Governance. Working closely with the AVP Finance and Planning (Academic), Institutional Research and Analysis office, and University Technology Services, the Data Governance Project Analyst assists with implementing and sustaining Data Governance at McMaster University. This includes the implementation of the data governance framework and associated principles, domains, policies, data quality and integrity standards, to achieve the required degree of consistency, standards, and protection to meet overall business needs and maturity across the enterprise. The Data Governance Project Analyst will assist with creating standards, procedures, and documentation/training materials in support of Data Governance to ensure standards and best practices are being applied consistently across the organization, particularly as it relates to data quality and metadata management, making contributions that raise the profile and understanding of data and data governance principles and best practices across the University. The position involves collaborating with and training campus data stewards, stakeholders, and functional units to ensure that policy and processes support the effective sharing, protection, and leveraging of data as an asset in our planning, decision making, and mission activities.
ACCOUNTABILITIES:

- Is a key member of the Data Governance team and supervises, instructs, organizes, and coordinates the activities of others involved in Data Governance university-wide, as required.

- Supports Data Governance by developing and documenting reporting requirements, developing the rules and requirements for reports and/or visualizations, and contributing to the development of reporting requirements to monitor data compliance, KPIs and metrics to gauge the health and maturity of the data governance program.

- Demonstrates initiative and effective planning and organization skills to meet deadlines and complete quality work.

- Champions working partnerships with functional stakeholders, IT teams and Data Governance bodies as well as Data Stewards, Custodians and the university community.

- Responsible for engaging with functional business owners in defining quality standards and improving the quality and management of data assets across domains.

- Collaborates with functional area partners to find opportunities to improve data accuracy and support them in their accountability for data quality.

- Liaises with internal and external groups to builds effective relationships in support of data governance best practices, established procedures, and technologies.

- Contributes to the development of appropriate materials and conducts training sessions related to Data Governance best practices, established procedures, and technologies.

- Work assignments relate to all functional aspects of the University, including applicants and registrants, faculty and staff, finances, physical resources, courses and programmes, design of business intelligence reports and institutional dashboards.

- Designs and implements structured projects under broad guidelines for use in the decision-making of senior executives.

- Develops reports, presents the results, and makes recommendations pertaining to Data Governance to senior officers.

- Establishes and operationalize data governance and quality control processes to safeguard integrity of data.

- Manages the processes around metadata repositories (data dictionary, business glossary, lineage, and quality) and data classification process (identification of sensitive data).

- Applies specialized knowledge to review and critically appraise published literature, interpret, and develop tables and charts to support data governance projects. Develops and shares knowledge of key methodologies that pertain to data governance in postsecondary education.

- Involved in the design, development and maintenance of management information systems and business intelligence.

- In the design of Data Governance methodologies, tools and reports, determines the information requirements and schedules for obtaining information and incorporates known developments in higher education and includes analysis of trends and implications stemming from issues and policies imposed by governments.
• Identify and implement technology to support the automation of processes and policy requirements.
• Support the development of communication and training plans around the awareness and adoption of data governance and data governance policy.
• Prepares briefing notes, presentations, procedures and training documents on all aspects of Data Governance.

EXPERIENCE:

▪ Demonstrated experience and understanding of Data Governance principles combined with a positive client service orientation and consultative approach to understand complex business issues and to drive creative solutions to address internal and external client needs
▪ Minimum of five years experience in higher education with a demonstrated solid grasp of higher education data taxonomy and/or business processes in all functional areas; a good understanding of data privacy and security policy and practices; and proven experience with current technology solutions in the higher education environment as related to Finance, HR, and Student systems.

KNOWLEDGE/ SKILLS:

▪ Excellent technical, organizational and communication skills with a track record of effectively facilitating discussion with diverse functional business units on complex topics along with experience in training and communicating to internal partners about data governance principles and best practices
▪ Experience with SQL and an understanding of basic query, ETL, extracts and reports along with experience defining data quality and metadata management standards
▪ Ability to work well with, and coordinate effectively, a range of subject-matter experts with cross-functional project teams.
▪ Ability to work independently and proactively.
▪ Proven ability to creatively solve problems and conflict issues
▪ Ability to learn quickly and adapt to new circumstances.