WALES&WEST
UTILITIES

Job Title	Data Triage and Sharing Officer
Department	Data and Digitalisation
Reports to	Strategy and Change Manager
Grade	Grade 5
Purpose & Overview	The Data Triage & Sharing Officer will manage the organisation's data sharing processes. This role ensures that all data sharing is carried out efficiently, securely, and in compliance with relevant licensing and regulatory standards. The Data Triage & Sharing Officer will maintain accurate records of data requests, assess risk, and ensure that the appropriate governance and licensing are in place for each data-sharing instance. This position plays a critical role in balancing the need for data accessibility with the obligation to uphold data protection and compliance, fostering a robust data-sharing framework that aligns with both business requirements and legal obligations.
Key Accountabilities	Data Request Management • Maintain and manage a comprehensive data request log, ensuring all data requests are tracked, prioritised, and actioned in a timely manner. • Triage incoming data requests to assess feasibility, business value, and alignment with organisational priorities. • Ensure that all data requests comply with licensing agreements, internal data governance policies, and external regulatory requirements. • Review and approve triage risk assessments, ensuring that potential risks related to data sharing (e.g., privacy, security, licensing) are identified and appropriately mitigated. Risk and Compliance • Conduct risk assessments for data sharing activities, focusing on data protection, information security, and compliance with legal frameworks such as GDPR and NIS. • Ensure that relevant data-sharing licences are in place before any data is released, maintaining oversight of data use agreements and licensing terms. • Collaborate with the Information Governance team and Data Governance team to ensure compliance with Data Protection regulations and industry standards, addressing potential risks related to the sharing of sensitive or protected data.

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	• Ensure appropriate data sovereignty is maintained, particularly with cross-border data transfers and international collaborations. Data Governance and Best Practice • Uphold data governance best practices, as defined by DAMA (Data Management Association) or similar frameworks, ensuring that data sharing adheres to established **policies and standards. • Facilitate smooth data sharing by standardising processes and procedures for the intake, review, and fulfilment of data requests. • Support the development of data-sharing policies and procedures, ensuring clarity and consistency in how data is shared both internally and externally. • Act as a key point of contact for stakeholders, guiding them through the data request and sharing process while ensuring compliance and risk mitigation. Collaboration and Communication • Collaborate with Data Owners and custodians to ensure that shared data is accurate, relevant, and up-to-date, and that it meets the needs of the requesting parties. • Engage with external organisations to understand data needs • Communicate effectively with internal stakeholders and external partners, providing clarity on the data-sharing process and any associated requirements or restrictions. • Work closely with data governance and information governance teams to align data-sharing activities with broader organisational strategies and compliance efforts.
Technical Know-How & Skills	• Proven experience in managing data requests and data sharing processes, with a strong understanding of data governance and information governance principles. • Familiarity with risk assessment processes, particularly related to data sharing and protection. • Knowledge of data protection regulations (e.g., GDPR) and experience ensuring compliance with licensing agreements and data use restrictions. • Strong organisational and communication skills, with the ability to manage multiple data requests and maintain accurate records. • Ability to assess and mitigate risks associated with data sharing, ensuring the security and integrity of shared data. • Knowledge of data governance frameworks (e.g., DAMA) and best practices in data handling, licensing, and risk management.
Qualifications	

	- Experience working in data management or governance roles, particularly in regulated industries such as utilities, healthcare, or government. - Certification in data governance or related fields (e.g., CDMP, CIPP/E) would be advantageous.