

Job Title	Data Governance Analyst
Department	Data
Reports to	Product & Governance Lead
Grade	Grade 4
Purpose & Overview	The Data Governance Analyst is responsible for supporting the implementation and maintenance of data governance frameworks, policies, and processes. This role ensures that data is accurate, consistent, and compliant with regulatory requirements, enabling the organisation to maximise the value of its data assets The role involves working closely with stakeholders across business and technology teams to define data standards, monitor data quality, and drive continuous improvement in data management practices
Key Accountabilities	Data Governance • Collaborate with data owners and stewards to define and document critical data elements • Support the implementation of data governance policies and standards • Maintain data dictionaries, glossaries, and metadata repositories Data Quality Management • Monitor and report on data quality metrics, identifying issues and recommending remediation • Assist in root cause analysis for data quality problems and track resolution • Support data profiling and validation activities Stakeholder Engagement • Act as a liaison between business and technical teams to ensure alignment on data governance objectives • Communicate governance requirements and provide guidance to stakeholders • Facilitate workshops and training sessions on data governance practices Continuous Improvement • Identify opportunities to enhance data governance processes and tools • Contribute to initiatives that improve data usability, compliance, and integrity
Technical Know-How & Skills	Technical Skills • Knowledge of data governance frameworks (e.g., DAMA or similar) • Familiarity with data management tools and platforms • Understanding of data quality principles and techniques

	- Ability to analyse and interpret data issues and propose solutions Business Skills - Strong communication and stakeholder management skills - Ability to explain governance concepts to technical and non-technical audiences - Analytical mindset and problem-solving capability Regulatory Knowledge - Experience of working in data management or governance roles, particularly in regulated industries such as utilities, Finance, healthcare, or government															
Qualifications	- Degree in Data Management, Information Technology, or related field - Data Governance or Data Management certification desirable Previous Experience - Experience in data governance or data management roles - Exposure to data quality monitoring and remediation - Experience working with cross-functional teams															
Job Dimensions	Performance Metrics <table><tr><th>What You Do</th><th>% of Time</th><th>How You Measure Accomplishment</th></tr><tr><td>Support data governance framework</td><td>30%</td><td>Policies and standards implemented and adhered to</td></tr><tr><td>Monitor and report data quality</td><td>30%</td><td>Accurate and timely reporting of data quality metrics</td></tr><tr><td>Stakeholder engagement</td><td>20%</td><td>Positive feedback and alignment with governance objectives</td></tr><tr><td>Continuous improvement initiatives</td><td>20%</td><td>Successful delivery of process enhancements</td></tr></table> Working Relationships Product & Governance Lead: Provide support and report progress Data Owners & Stewards: Collaborate on governance and quality initiatives IT & Cyber Community: Ensure integration of governance requirements into systems Business Stakeholders: Communicate governance policies and resolve issues Competencies - Attention to detail and accuracy - Strong organisational and planning skills	What You Do	% of Time	How You Measure Accomplishment	Support data governance framework	30%	Policies and standards implemented and adhered to	Monitor and report data quality	30%	Accurate and timely reporting of data quality metrics	Stakeholder engagement	20%	Positive feedback and alignment with governance objectives	Continuous improvement initiatives	20%	Successful delivery of process enhancements
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| | <ul style="list-style-type: none">• Ability to influence and collaborate effectively• Customer-focused mindset• Continuous improvement orientation |
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