

Job Description – Data Governance Officer

Department	Data
Grade	12
Reporting to	Lead Data Governance & Quality Officer
Number of direct reports	No
WTW Code	AEM000 P3 12

Job purpose

- To support the implementation of enterprise data governance and data quality frameworks across the MIB.
- To embed data governance standards, support the data quality processes and work with business stakeholders and the Industry Data Working Group to improve the consistency, accuracy and value of the MIBs core data assets.
- To translate data governance frameworks into practical repeatable processes and support their adoption across the business and the wider Industry.

Key accountabilities

- Support the delivery and embedding of data governance standards, policies, and processes across MIB business areas.
- Ensure adherence to agreed governance frameworks and support resolution of non-compliance issues.
- Contribute to Working Groups, supporting facilitation, actions, and follow-ups.
- Produce and distribute governance reporting, including status updates on data issues, risks, and improvement activities.
- Collate inputs from Data Quality Analyst(s) and business areas to support governance forums and decision-making.
- Work closely with business stakeholders to improve the quality and value of MIB's core data assets in line with strategic priorities.
- Support the identification and assessment of Critical Data Elements. (CDEs)
- Assist in defining, documenting, and maintaining data quality rules and controls. (in collaboration with Data Quality Analysts and business stakeholders)

Key accountabilities

- Support Data Owners in the development and ongoing maintenance of Data Improvement Plans. (DIPs)
- Monitor DIP progress, ensuring actions are tracked, updated, and reported into governance forums.
- Support the design, build, and ongoing maintenance of the Business Data Glossary and Data Catalogue.
- Ensure metadata is consistent, accurate, and aligned to business usage.

Role requirements

- Experience in a formal Data Governance role.
- Knowledge of data governance practices (DAMA, DMBOK wheel), business and technology issues related to management of enterprise information assets and approaches related to data protection.
- Working knowledge of data quality concepts, controls, and issue management approaches.
- Understanding of data structures, data modelling concepts, and how data quality is defined and measured.
- Experience supporting the implementation and adoption of data governance frameworks, standards, or controls.
- Experience tracking and coordinating data-related actions or plans. (e.g. Data Improvement Plans or similar)
- Ability to explain data problems, proposals and concepts at a business level and influence.
- A collaborative team player orientation towards work relationships, strong culture awareness.
- Ability to work on own initiative and in wider teams.