

# DATA GOVERNANCE & INFORMATION MANAGER

REPORTS TO	LOCATION	DIRECT REPORTS	GROUP
Chief Data and Analytics Officer Āpiha Matua Raraunga & Tātaritanga	Auckland or Wellington	2	Digital & Data

**“Our purpose is to grow companies internationally – bigger, better, faster – for the good of New Zealand”**

**“Tā mātau whai kia whakakaha kamupene – kia nui ake, kia pai ake, kia tere ake – mō Aotearoa ngā whiwhinga”**

## WHY IS THIS ROLE IMPORTANT? | TE MANA Ō TE MAHI?

As NZTE's Data Governance & Information Manager you will be responsible for developing and owning the mechanisms for proper governance of data and, information across NZTE, with the objective of helping NZTE to gain value from the data and information it holds by ensuring it is well managed and that all capture, storage, use, access and processing are secure, compliant and ethical. You will be responsible for the data governance and information management frameworks which will include the data quality framework, ownership and stewardship of data assets. You will be responsible for information management, ensuring NZTE is compliant with regulations (e.g. Public Records Act and Privacy Act) and working across the wider New Zealand Government system to ensure information is managed based on best practice.

## WHAT'S THE ROLE ABOUT | TE NGAKO Ō TE MAHI?

**The most important work of this role is to...**

- Build and maintain a detailed audit of NZTE's core data systems and information and knowledge assets that are held in these systems, as well as the teams and processes that use them.
- Create and maintain ownership accountability of NZTE data systems and information management capabilities.
- Develop standards, policies and procedures to support the creation and provide technical assurance for the on-going implementation of the data governance and information management policies within the business.
- Conduct business data quality forums engaging business and application stakeholders in the tracking and remediation of data quality items.
- Develop, motivate and lead a team of data & information specialists based on NZTE's characters.
- Lead a virtual team of data & information stewards to improve data quality through continuous process improvement and co-ordination.
- Consult and collaborate with stakeholders across NZTE to ensure that the data governance & information management framework and related policies are fit for purpose and realistic, as well as compliant with relevant legislation and NZTE's position on ethics..
- Plan and manage the implementation of data governance & information management policies, standards and processes, understanding and working within existing university processes where relevant.

- Ensure that data & information management policies, standards and processes are reviewed with key stakeholders on a regular basis and changes arising are communicated across the organisation to ensure continuing compliance.
- Design, own and deliver a process to measure data governance & information management maturity, ensuring clear targets and deliverables are agreed with Data & Information Stewards, tracking and reporting on progress to the relevant steering committees as required.
- Ensure decisions taken at the various governance bodies are communicated appropriately to business stakeholders and action owners.
- Ensure through influencing skills, on-going dialogue, reporting, engagement activities and the communications strategy that all of NZTE, from CEO to the newest joiner understand the importance of governing our data and information assets appropriately.
- Acting as an evangelist for best practice Data & Information Management and Governance.

## And relationships are key to this role to...

- Applies an understanding of power and influence in networking both internally and externally to accomplish data strategy & information management goals.
- Build a community of committed data & information stewards who feel valued, respected, supported, and excited by the NZTE's direction in data and information management.
- Effective engagement using a range of appropriate methods and techniques (negotiating, inspiring, rationalising and asserting).
- Collaborate and foster mutually supportive relationships to drive durable change outlined in the NZTE's data strategy and information management strategy.
- Manage expectations and escalation in relation to complaints, queries and issues related to the data team.
- Good relationships with wider NZ government agencies in the area of data governance & information management.

## Success in this role means:

- Data & Information management strategy is defined, and data management principles are continually embedded.
- Clear targets and KPIs are agreed, monitored and reviewed annually with data & information stewards.
- Behavioural change is seen across NZTE in valuing data & information as assets.
- Promoting evidence-based decision making within NZTE.
- Asking great questions and providing compelling insights from the data, to give people quality information that they may not have ever realised they needed to know.

## WHAT CAPABILITIES ARE NEEDED TO SUCCEED | Ō PŪKENGA?

- **Be an outstanding communicator** who tells persuasive stories that engages and meets the needs of the audience. Is a deep listener who quickly understands what is needed (not just what is wanted).
- **Proactively engage with stakeholders** to shape projects, including developing viable options, analysis and evaluation, and monitoring and reviewing processes.
- **Display critical thinking skills** by being able to readily distinguish between what's relevant and what's unimportant to make sense of complex situations. Can demonstrate an appropriate mix of analysis, wisdom, experience and judgement to make valid and reliable

decisions and recommendations. Recognise when a quick 80% solution will suffice, and when it will not

- **Have a proactive, can-do attitude** with a high level of initiative, sound judgement and discretion. Is self-directed and motivated and works comfortably with ambiguity, finds opportunity inside an agreed framework, and deploys great judgement on the job.
- **Have extensive quantitative research experience** with the skills and aptitude to undertake complex analysis using advanced, specialist methods and tools, and provide authoritative advice in complex areas.
- **Provides intellectual leadership** by bringing new ideas, techniques and knowledge to analytical and research discussions and leads strategic conversations as required.
- **Contributes to NZTE senior leadership teams** through providing technical leadership, peer review and quality control.

## Technical skills

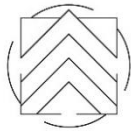
- A degree or higher qualification in IT, computer science, information systems or data governance qualification (DAMA, ARMA, DCAM).
- At least five years' experience working within an information or data governance setting.
- Experience running Data Management/Governance platforms such as Azure Purview and document management systems (SharePoint).
- Proven experience of working effectively with stakeholders in specialist and technical roles, including IT infrastructure and data analytics specialists as well as senior executives across the organisation.
- At least 10 years' experience managing engagements within a matrixed and complex organisational structure.
- An understanding of relevant statutory frameworks applied to data governance and information management such as the NZ Privacy Act 2020, General Data Protection Requirements, Public Records Act.
- Experience driving change, adoption and embedding of new data capabilities (e.g. data architecture, enterprise data modelling, data lifecycle management, data science/machine learning) through ADKAR, 7s, PCT or equivalent.

## Our characters | Ō mātou uara

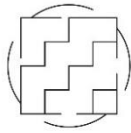
- **Ambition drives us** – Our ambition for our customers is high, and we always rise to the occasion. We help meet their business expectations by expecting greatness of ourselves.
- **Adventure teaches us** – Experimentation is more powerful than perfection, as only through learning from our missteps can we truly succeed. That's why 'giving it a go' is the best way to learn.
- **Honesty frees us** – We explore challenges with an open mind. Only when we ask questions and truly listen can we discover the right way forward.
- **Trust binds us** – Our people may be worlds apart, but it's trust that holds us together. Growing a nation is only possible when we keep promises and honour commitments.
- **Manaaki is us** – We celebrate the mana (strength and dignity) of each other as being equal to or greater than our own. We strive to enhance mana in everything we do through our hospitality, generosity and mutual respect.

It's when these five characters work together that we truly become One Global Team – that's the real superpower of our organisation and how we achieve so much for our customers.

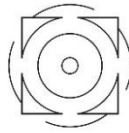
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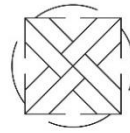
**AMBITION**  
Drives us



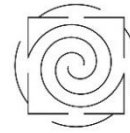
**ADVENTURE**  
Teaches us



**HONESTY**  
Frees us



**TRUST**  
Binds us



**MANAAKI**  
Is us

## How we lead at NZTE | Ā mātou kawenga ki Te Taurapa Tūhono

Leadership at NZTE takes a broad definition. We see leaders as those who lead others. That can include formal people leaders, leaders through influence or those who are leading our customers. At NZTE we define leadership as *"enhancing mauri to deliver impact"*.



**NZTE is committed to uplifting the mana of Māori as tāngata whenua and recognises Te Tiriti o Waitangi/ the Treaty of Waitangi as Aotearoa's founding document.**