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## **JOB DESCRIPTION**

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**Job Title:** Data Governance Manager

**Grade:** D

**Department:** Technology, Data and Enterprise Renewal

**Main purpose of job:**

The Data Governance Manager will develop and implement a data governance strategy, policies, and procedures to ensure data maturity, quality, integrity, and security across the CAF offices in the UK, US and Canada. This role will collaborate with business stakeholders to promote a culture of data ownership and stewardship and ensure compliance with relevant regulations.

**Responsible to:** Senior Manager Data, Analytics and Insight

**Budgetary responsibilities:** None

**Responsible for:** None

**Key Job Responsibilities:**

- Develop a Unified Data Governance Framework for the UK, US and Canada: Collaborate with CAF's chosen integration partner, data engineering, analytics and compliance teams to establish and maintain data governance practices that are aligned with organisational goals.
- Policy Development: Create, implement, and monitor data governance policies and procedures, including data sharing between CAF entities and data residency to ensure compliance with local data regulation.
- Adoption of Microsoft Purview: Work with the Technology team to embed Microsoft Purview into data delivery processes.
- Stakeholder Engagement: Collaborate with business, Technology, Risk and Compliance teams to promote data governance initiatives and ensure alignment and adoption of data management practices across the UK, US and Canada.
- Data Quality Management: Lead data quality improvement initiatives that deliver data integrity and accessibility, with measurable outcomes.
- Performance Metrics: Define and track key performance indicators (KPIs) to measure the effectiveness of data governance efforts.

- Training and Awareness: Develop training programs and materials to educate staff on data governance policies and best practices.
- Risk Management: Identify data-related risks and implement mitigation strategies to safeguard sensitive and critical data assets.
- Reporting: Provide regular reports to senior management on data governance activities, challenges, and progress.
- Identify opportunities and make recommendations to improve the quality and trustworthiness of data throughout the organisation

### **CAF Values and Behavioural Indicators**

The CAF Values and Behavioural Indicators set out in a transparent and consistent manner the explanation of the performance expectations of all CAF People. Through the use of common language and common standard, it combines a set of behaviours with the required technical skills and knowledge needed to effectively perform in any given role in CAF. This is used for the assessment, management and development of performance of all our people across CAF

Please refer to the link: [CAF values and indicative behaviours](#) for the CAF Values and Behavioural Indicators.

**Date:** January 2025

## PERSON SPECIFICATION

**Job title:** Data Governance Manager

**Date:** January 2025

Attributes	Essential ✓	Desirable ✓	How Evidenced <sup>+</sup>
<p><b>Experience</b> Extensive experience in data governance and regulatory compliance in a global financially regulated industry.</p> <p>Background in risk management or compliance</p>	✓  ✓		C/R
<p><b>Qualifications</b> Degree level qualification in Data Science, Information Management, Computer Science, or a related field.</p> <p>Certificates in data/information governance, master data management.</p>	  ✓	✓	E
<p><b>Training</b> Evidence of CPD</p>	✓		E
<p><b>Specialist Skills/ Ability/Knowledge</b> Expertise in Microsoft Azure Purview and in developing and implementing data governance frameworks.</p> <p>High level knowledge of data regulation and privacy laws in the UK with some knowledge of the privacy laws in theUS and Canada (e.g. UK GDPR).</p> <p>Knowledge of data modelling and database management systems Excellent analytical and problem-solving abilities Strong project management skills Strong negotiation and conflict resolution skills Technical knowledge and IT skills eg. Advanced Power BI skills for creating data quality monitoring dashboards and reports</p>	✓ ✓ ✓ ✓ ✓ ✓ ✓	     ✓	A/C
<p><b>Communication</b> Excellent communication skills, ability to influence senior stakeholders and communicate clearly with non -technical audience.</p>	✓		C
<p><b>Personal Qualities</b> Sets vision and direction, strong leadership skills and project management mind set. Works collaboratively across departments. Excellent organisational and time management skills</p>	✓  ✓		C

<b>Special Conditions</b>			
<b>Prior to Appointment</b> All posts: <ul style="list-style-type: none"> <li>• Credit Check</li> <li>• Sanctions Check</li> <li>• Basic DBS Check</li> <li>• Employment References</li> <li>• Medical Clearance</li> <li>• Right to Work in the UK</li> </ul> FCA Approved Posts: <ul style="list-style-type: none"> <li>• Standard DBS Check</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓  ✓		R/E

✓ Tick either the *Essential* or *Desirable* column as appropriate for each attribute

† Insert the code from the key below for how you intend to assess this requirement e.g. at interview, via references etc.

**Key**

R = References, E = Evidence/Certificates, A = Application, C = Competency Interview, T = Testing/Assessment