Institutional Research & Planning (IRP), in partnership with Computing and Communication Services (CCS), is implementing an Institution-wide Data Strategy to support data-driven decision making based on accessible, comprehensive and reliable sources of data for academic and administrative data on campus. Co-sponsored by the Associate Vice-President Institutional Research & Planning, and the Associate Vice-President and Chief Information Officer, the goal of this program is to provide data for University decision-makers that is accessible, readily available, usable, understandable, timely, trustworthy, consistent and standardized.

Reporting to the Associate Vice-President, Institutional Research and Planning, and directed by the project leadership and guidance of the Data Governance Steering Committee and other key business units, the Data Governance Lead will help to develop and manage all University-wide institutional data governance activities. This position will help establish the guiding principles, policies, standards and processes that will enable self-service reporting and analytics and will work closely with business and functional area leadership and support the strategic priorities as relates to data and information.

Additionally, it is expected that this role will help to ensure the development and advancement of Data Management practices in partnership with key business areas (such as IT, the Secretariat, IT Security, etc.), including data quality, data protection, master and metadata management, and data lifecycle management. The successful candidate will work with a wide range of stakeholders, including University leadership, central and distributed system users, data stewards and technical staff to ensure data is collected, stored, shared and reported, archived and deleted in an accurate manner and according to the needs of the University. This position will also be responsible for seeking out program, process and technological improvements/innovations that will (1) foster improved data quality and reporting; (2) eliminate redundancies and create consistency; (3) improve data and systems linkages to support complex information requirements that rely on disparate source systems; (4) uncover and document data lineages and transformations across source systems and into reporting repositories; and (5) improve the reliability, accuracy, and confidence in the Universities data and information.

Requirements of this position include:

- Undergraduate or Master’s degree in Information management, Industrial Organization, Privacy Policy or related field, or an equivalent combination of education and experience.
- Minimum 7 years related experience working for a large complex organization ideally in the educational sector with direct experience developing and implementing a data governance roadmap and program; serving as the Subject Matter Expert.
- Excellent communication skills, including the ability to consult and converse with executive level data trustees and stewards, other internal stakeholders and external vendors, and communicate technical information to laypersons as well as the ability to work both in a team environment and independently.
- A background in legal, compliance, risk, records management or information management is preferred.
- Comprehensive understanding of BI and Data Warehouse solution architectures and the roles of these concepts within an organization.
High level conceptual and analytical skills and demonstrated ability to map out and translate technical procedures into well written and clearly articulated policies and procedures.

Demonstrated consulting skills, with change management concepts and strategies, including communication, culture change and performance measurement system design.

A certification such as Data Management Professional (CDMP), Certified Public Sector Data Governance Professional or (PSDG) Data Governance and Stewardship Professional (DGSP) would be beneficial.

Demonstrated proficiency in basic computer applications, such as Microsoft Office software products.

Knowledge of SQL, Business Analytics software, ETL, ERP systems.

Knowledge of Agile work management practices.

This appointment is regularly performed on-campus but will be initially fulfilled remotely (off-campus) until the University resumes its regular operations.

Classification P06*

*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a culture of inclusion is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2021 06 14
Closing Date: 2021 07 19 (extended)


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