Job description

Title	Enterprise Data Manager
Number	
Group	Corporate Services
Division	Digital Services
Reports to	Head of Enterprise Data, Architecture and Security
Direct reports	
Date	02/10/2024

Job holder commitment

The job holder accepts as a fundamental requirement of their employment that they must demonstrate a personal commitment to:-

- modelling organisational values at all times
- a safe and healthy work environment
- assisting Council to fulfil its Civil Defence responsibilities

At TCC we uphold the principles of Te Tiriti o Waitangi by engaging in an effective and meaningful partnership with tangata whenua. We are committed to developing our knowledge and understanding of te reo Māori, tikanga Māori, Matauranga Māori and our partnership with tangata whenua.

Job purpose

The Enterprise Data Manager will lead the implementation of data governance strategies, policies, and procedures to ensure the integrity, security, and effective use of data across the council. This role involves collaborating with various departments to establish data standards, manage data quality, and promote a culture of data-driven decision-making.

Key outcomes

Data Governance framework	• Develop and implement data governance frameworks in alignment with the Enterprise data strategy, policies, and standards to ensure compliance with regulatory requirements and best practices. • Monitor and report on data governance metrics and key performance indicators to track progress and drive continuous improvement.

	• Stay current with industry trends, technologies, and regulatory changes related to data governance and management. • Identify data-related risks and develop mitigation strategies. • Oversee data lifecycle management processes, including data classification, retention, and archiving.
Data Quality Management	• Develop and implement a data quality framework that will bring standardization, consistency and demonstrate improved data quality over time. • Conduct data quality assessments and audits, identifying areas for improvement and implementing corrective actions as needed.
Data Stewardship	• Collaborate with cross-functional teams to define data ownership, stewardship, and accountability across the organization. • Enable and empower business data stewards and custodians through training programs, coaching, and community of practice initiatives.
Enterprise Data Catalogue	• Create and maintain a comprehensive data catalog to facilitate data understanding, classification, lineage, and usage.
Data Culture	• Promote a data-driven decision-making culture across the organization through data literacy programs and training • Develop communities of practice to encourage collaboration and learning and establish centers of excellence • Provide training and support to staff on data governance policies, practices, and tools. • Establish and lead data governance councils and committees to promote a culture of data stewardship and ensure alignment with business objectives.
Technology Integration	• Evaluate and recommend tools and technologies for data governance and management. • Collaborate with IT to ensure data governance solutions are effectively implemented.
	• Proactively collaborate with business units to identify data requirements and develop a

	framework for acquiring data from external sources.

The job description is not an exhaustive list of requirements, the job holder will be required to perform tasks assigned to them that are not explicitly described in this document.

Person specifications

Essential
• Bachelor's degree in computer science, Information Management, Data Science, or a related field.
• Proven experience in developing and executing enterprise-level data strategies in extremely complex functional environments.
• Experience at a senior level in data governance, data management, and/or data quality management roles.
• Strong understanding of data privacy regulations and security practices.
• Leadership experience with a demonstrated ability to manage and develop a team.
• Excellent communication, collaboration, and problem-solving skills.
Desirable
• Experience in driving cultural change and fostering a data-driven culture withing the organisation.
• Previous experience in the relevant industry or sector, understanding industry-specific data challenges and opportunities.
• Familiarity with data architecture principles and data modelling to support data governance practices and data integration efforts.
• Professional certifications in data governance, data management, or related fields
• Knowledge of data management in large ERP/CRM environments e.g. SAP

Here to make Tauranga better

WHANAKE TE TAI

Our values

Pono / Integrity

We do what we say we will do

Manaakitanga / Respect

We listen to all views and show we care

Whāia te tika / Service

We do the right thing for our community and each other

Whanaungatanga / Collaboration

We work together and create connections

Tauranga City