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| **ROLE PROFILE: Head of Data Governance** | |  |
| Position Title: | Head of Data Governance |
| Position ID: | 157 |

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| **Team** | Data & Analytics | **Grade** | M4 |
| **Reports To (Title)** | Director of Data and Analytics | **Contract Length** | Permanent |
| **Location** | Any existing SCI office location | **Time-zone** | Any |
| **Languages** | English | **Headcount** | 1 |

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| **Team and Job Purpose** |
| **Team purpose**  Save the Children as a movement generates huge volumes of data that is used for multiple purposes. There are many systems and tools across the organisation that are used to generate, store and communicate data and information as well as pockets of capabilities and process that is focused on driving continuous improvement. As we move into the next strategy period, we are facing an ever increasing. As we move into our next strategy period and we are facing an ever-increasing need to support the most marginalised and deprived children through our breakthroughs, the need to enable better prioritisation and decision-making becomes ever more clear. Alongside this, for many of our priorities our chances of success are greatly increased through effective and efficient use of our data driven consistently across our movement.  Data Governance is a critical component of Data and Analytics and is essential to ensure that our data is effectively gathered, stored, processed and exposed of consistently across our Architecture at an SCA level.  **Role purpose**  This role is the business owner for the Data Governance topic. They will drive the requirements needed to ensure our data is accurate, reliable, timely, consistent, and useable, while ensuring business unit leaders are clear on what they can do with enterprise data as well as their respective accountabilities for data stewardship. |

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| **Principal Accountabilities** |
| * Lead and oversee data governance processes, ensuring all key business stakeholders are engaged and supported in understanding and utilising our data infrastructure effectively * Establish and maintain clear expectations for business functions regarding their data governance responsibilities, including maintaining data definitions and ensuring data quality * Structure and streamline data availability, ensuring that business users have clear and accessible information to make informed decisions * Chair and manage key forums such as the Product Owners Forum and the Analytics Community of Practice to foster collaboration and shared learning across the organisation * Take business ownership of cross-functional data products, ensuring that reporting and analytics tools meet the needs of all stakeholders while maintaining data integrity * Collaborate closely with IT to ensure seamless integration of technical and business aspects of data management products and processes, promoting a unified and efficient approach |

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| **Budget** |
| None |

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| **People Management Responsibility** (direct/indirect reports) |
| Number of people managed in total: 2  Manager of a team: Yes  Team Manager (manager of multiple teams): No |

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| **Size of Remit** |
| Global |

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| **Travel Requirements** |
| International travel required: Yes  Percentage of required for travel: Up to 10% |

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| **Key Relationships** |
| **Internal** (excluding direct team and manager)   * Product Owners in each function * Data & Analytics topic owners * IT Architecture team   **External**   * Data Governance and Architecture related vendors |

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| **Competencies** |
| Cluster: Leading  Competency: Leading and inspiring others  Level: Leading Edge  Behavioural Indicator: Creates and engages others in a shared vision and strategy that will deliver more for children  Cluster: Leading  Competency: Developing self and others  Level: Accomplished  Behavioural Indicator: Coaches others to learn from their experiences on the job and to use the resources available to them  Cluster: Thinking  Competency: Problem-solving and decision making  Level: Leading Edge  Behavioural Indicator: Identifies and addresses root causes of long-term problems facing the organisation  Cluster: Thinking  Competency: Innovating and adapting  Level: Accomplished  Behavioural Indicator: Builds others’ confidence in their own ability to develop new ideas and embrace change  Cluster: Engaging  Competency: Communicating with impact  Level: Accomplished  Behavioural Indicator: Plans and implements multiple strategies for influencing in order to achieve better results.  Cluster: Engaging  Competency: Working effectively with others  Level: Leading Edge  Behavioural Indicator: Opens up hidden areas of organisational disagreement and drives for collaborative resolution |

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| **Experience and Skills** |
| **Essential**   1. Data Governance Expertise: Extensive experience in leading implementation of data governance frameworks, data catalogues, metadata management, and data quality processes. 2. Data Quality Management: Significant experience in ensuring data integrity, accuracy, and consistency across systems. 3. Analytics and Reporting Tools: Extensive experience with various reporting and analytics tools, such as Tableau, Power BI, or SAS 4. Team Leadership: Ability to lead cross-functional teams, offering guidance and fostering a collaborative environment that aligns with SCI's values 5. Stakeholder Engagement: Proven experience in engaging and managing stakeholders from diverse business functions effectively 6. Facilitation: Experience in chairing forums of key technical stakeholders, encouraging shared learning and solutions. Capable of translating complex technical information to actionable, clear summary information 7. Technical-Non-Technical Integration: Ability to work closely with IT to ensure seamless integration of technical and business aspects in data management processes 8. Strategic Vision: Ability to think strategically about data governance on a global scale, setting ambitious and challenging goals for the team. Encourages and applies new and innovative solutions to drive data governance and management efforts   **Desirable**   * Non-profit sector knowledge/experience |

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| **Education and Qualifications** |
| **Essential**   * Experience managing data governance initiatives in large organizations * Educated to degree level or equivalent work experience   **Desirable**  N/A |

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| **Safeguarding** |
| We need to keep children and adults safe so our selection process includes rigorous background checks and reflects our commitment to the protection of children and adults from abuse.  Level 1: A basic criminal record background (DBS) check is required/equivalent police record check. |

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| **Diversity, Equity and Inclusion and Equal Opportunities** |
| Diversity, Equity and Inclusion is core to our vision, values and global strategy. Save the Children is committed to creating a truly diverse, equitable and inclusive organisation, and one which will support us in our vision to ensure every child attains the right to survival, protection, development, and participation.    We are committed to equal employment opportunities, regardless of gender, sexual orientation, race, colour, ethnic origin, nationality, disability, marital or civil partnership status, gender reassignment, pregnancy and maternity, caring or parental responsibilities, age, or beliefs and religion. We are committed to diversifying our staff to better represent the communities we serve and actively welcome underrepresented groups to apply.    Reasonable adjustments will be made should any candidate invited to interview require this. |

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| **Version Control and Approval** | | | | |
| Version | Date | Author | Reviewer | Approver |
| 1 |  | Roy Hanna | Suzanne Vincent | Michael Koutstaal |