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| <b>Position Title:</b>             | Manager, Information Governance                        |
| <b>Position Classification:</b>    | Level 9  |
| <b>Position Number:</b>            | 316302   |
| <b>Faculty/Office:</b>             | Strategy, Planning & Performance                       |
| <b>School/Division:</b>            | Information Governance & Reporting                     |
| <b>Centre/Section:</b>             | Central Unit   |
| <b>Supervisor Title:</b>           | Associate Director, Information Governance & Reporting |
| <b>Supervisor Position Number:</b> | 315398   |

### Your work area

The Strategy, Planning and Performance (SPP) division leads the development and maintenance of university wide integrated strategic plans, planning processes, initiatives and performance requirements to support the University in the achievement of its objectives and enhance the University's overall performance and reputation.

The Division will also coordinate the development of a corporate Management Information System and the provision of timely and accurate business intelligence, information, reporting and risk and legal services to support effective planning and decision making across the University.

### Reporting Structure

Reports to: Associate Director, Information Governance and Reporting

Direct Reports: Information Governance Specialist; Information Governance Support Officers x2

### Your role

The Manager, Information Governance will lead and manage a comprehensive information governance framework for the University.

### Key responsibilities

Ensure that UWA has a comprehensive information governance framework (priorities, policy, processes, standards, accountabilities and systems) to guide acquisition, capture, storage, control, assurance, structuring, documentation, access, retrieval, use and disposal of all data and information assets outside control of the University Librarian.

Establish and co-ordinate a network of relevant IT staff and data and information owners for all in-scope data and information assets.

Collaborate closely with IT staff and information owners and users to identify and implement data and information acquisition and assurance priorities recognising the time and risk value of information.

Provide the institutional point of co-ordination for all external information management review and quality assurance processes including generation of cyclical reports to external agencies

Build a training and support capability to ensure a culture of active management of information assets across faculties, functions and SDCs.

Advise on contemporary information governance practices reflecting current and emerging business needs, digital capabilities; and, legislative requirements.

Establish and deploy data and information quality review and assurance processes to ensure timely information access

### **Your specific work capabilities (selection criteria)**

Relevant tertiary qualification or demonstrated equivalent competency

Substantial and extensive management experience

Excellent written and verbal communication skills and high level consultation and negotiation skills

Demonstrated ability to establish and develop significant budgets and manage resources

Excellent planning and organisational skills

Demonstrated ability to determine long term planning and key strategic direction

Ability to work independently, show initiative and manage a substantial area

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet, and email

### **Special Requirements (selection criteria)**

### **Compliance**

#### **Workplace Health and Safety**

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements.

Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

#### **Equity and Diversity**

All staff members are required to comply with the University's Code of Ethics and Code of Conduct and Equity and Diversity principles. Details of the University policies on these can be accessed at [http://www.hr.uwa.edu.au/publications/code\\_of\\_ethics](http://www.hr.uwa.edu.au/publications/code_of_ethics), <http://www.equity.uwa.edu.au>