



University of the
Sunshine Coast
Australia

POSITION DESCRIPTION

Position:	6322 Senior Lead, Data Governance
Work Area:	Insights and Analytics Unit
Classification:	Level 10
Supervisor:	6063 Chief Data Officer

VISION

To become Australia's premier regional university.

MISSION

Enriching our regions, connecting with our communities and creating opportunities for all.

VALUES

At UniSC we will:

- Advocate for equitable access to education and knowledge
- Recognise and embrace diversity and inclusion
- Champion environmental sustainable principles and practices
- Commit to fair and ethical behaviour
- Respect our people, our communities, and their potential
- Be accountable to ourselves and each other
- Strive for excellence and innovation in all that we do

OVERVIEW OF INSIGHTS AND ANALYTICS UNIT

Data and information are essential strategic assets to UniSC. To ensure we leverage our data to drive value, UniSC is starting a new era for data and analytics across the University. The Insights and Analytics Unit (IAU) is responsible for the core tasks of data governance and institution-level analytics. This includes data and analytics services, organisational performance analysis, data and information governance, knowledge management, load planning and forecasting, performance reporting, privacy and right to information, student surveys, student journey reporting, business intelligence, data lake and data warehousing services and support.

The IAU oversees the collection, management, and storage of data across the University and develops and implements the University's information and data strategies. The IAU analyses and derives insights from data to inform business strategy and value. The IAU is also responsible for building the vision for data and analytics and enhancing analytics capabilities across the organisation.



PRIMARY OBJECTIVES OF THE POSITION

1. Lead the development, implementation and continual improvement of privacy and data governance practices across the institution.
2. Lead the development and implementation of a capability uplift program for privacy and data governance to deliver greater awareness and understanding on the obligations and practices required to support good privacy management, data governance and records management.
3. Provide expert internal advisory services to assist the university to understand and implement good practice in privacy, data governance and retention, information and knowledge management, records management, right to information and their relationship with evidence-based decision making.
4. Act as the delegated decision maker in relation to the Right to Information Act 2009 (Qld) and Information Privacy Act 2009 (Qld).
5. Lead and manage a highly skilled team of privacy, data governance and records management professionals, with proactive participating as a key member of the IAU Leadership Team and a range of other internal forums.

NATURE AND SCOPE OF POSITION

Under the broad direction of the Chief Data Officer, the Senior Lead, Data Governance will oversee the delivery of privacy and data governance services across all areas of the university.

The recent establishment of the Insights and Analytics Unit provides an opportunity to improve coordination and maximise opportunities to drive value, increase efficiency, generate growth and competitive differentiation. The Unit is responsible for core activities related to the delivery of enterprise-level data and analytics services, in collaboration with a range of corporate, academic and research functions.

The Senior Lead, Data Governance will play a pivotal role to assist all areas of the University to excel in their activities through the responsible management and use of data and information. This includes:

- Fostering good practice in processes, systems, technologies, and capability to support adherence to privacy regulations, legislation, and frameworks.
- Implementation of a contemporary approach to records and data governance to ensure robust systems are in place to maintain records and support the retention of corporate knowledge.
- Providing expert internal advisory services across a range of areas including privacy, cybersecurity, records management and data governance to collaboratively drive the modernisation of the university's approach in each of these areas.

CHALLENGES AND PROBLEM SOLVING

- Developing initiatives, leading change, and creatively solving complex problems to ensure positive outcomes relating to a broad range of compliance areas including privacy and records management.
- Ensuring collaboration and cohesion across a large and complex organisation with a distributed multi-campus operating model.



- Leading a multi-faceted work area with several competing priorities and high expectations from clients and community stakeholders.
- Ensuring best fit approach for privacy, data governance and records management approach which will make a difference for the university environment and practice model.
- Supporting and guided by the Chief Data Officer, industry benchmarking, and a range of collaborators across the institution, the role will be responsible for providing expert advice and support to modernise privacy and data governance practices in line with university peers and industry practice.

DECISION-MAKING

- This position is the delegated decision maker in relation to Right to Information Act 2009 (Qld) and Information Privacy Act 2009 (Qld).
- The position carries substantial capacity to supervise staff and delegate tasks to team members as a member of the IAU Leadership Team.
- The position will make day-to-day decisions on the handling of privacy, right to information, records management and data governance practices as the lead advisor in these areas.
- Matters will be escalated in accord with the delegation's framework and leadership decision making which applies more broadly across the university.

INTERPERSONAL RELATIONSHIPS

The position will be required to develop and maintain strong working relationships with staff across the University to provide advice on critical matters relating to the collection, use, retention, and disposal of information across the University, in particular personal data, and information. The position is a member of the IAU Leadership Team and is responsible for supporting the Vice-Chancellor and President, Chief Operating Officer, and Chief Data Officer in the development and implementation of initiatives relating to privacy and data governance. Excellent interpersonal, written, and oral communication skilled will be required to synthesise complex matters into a digestible format suitable for advice to members of the Executive or where required an external audience.

KEY ACCOUNTABILITIES OF THE POSITION

1. Provide leadership for privacy, records management, and other relevant compliance functions, and develop a culture of respect for data governance across its lifecycle.
2. Implement strategies, processes, and practices to ensure adherence to privacy and data governance regulations, policies, and requirements, providing expert guidance and support where required.
3. Build a comprehensive, strategic privacy framework with accompanying plans, within the policy and governance structures of a large, complex organisation
4. Work in close collaboration with university peers to support the development and implementation of a modernised cybersecurity program, countering foreign interference, and risk control practices.
5. Collaborate with key stakeholders including Information Technology and Legal Services to provide timely advice on a broad range of issues relating to the management of personal data and information.



6. Be responsible for the establishment and management of records management systems, policies, and procedures to ensure effective data governance and compliant recordkeeping.
7. Contribute to and provide strategic advice on the development and implementation of the University's Data Strategy and Analytics Roadmap.
8. Provide leadership and direction for strategies and initiatives relating to data governance in conjunction with IAU projects and action plans.
9. Contribute and provide professional advice on initiatives and operations relating to Countering Foreign Interference, cybersecurity, and other relevant functions.
10. Lead and ensure the ongoing professional development of a team of information, records, and knowledge management professionals.
11. Other duties as required by the Chief Data Officer or Executive Staff.

KNOWLEDGE SKILLS AND EXPERIENCE NECESSARY

Applicants need to demonstrate they meet the following **Selection Criteria**:

Postgraduate qualifications with extensive management expertise and extensive relevant experience in a large, complex environment, or an equivalent combination of relevant experience and/or education/training.

1. Excellent leadership skills, including the ability to lead organisational change initiatives, and create a productive, team-based work environment.
2. Exceptional communication, analytical and interpersonal skills, including the capacity to negotiate and gain cooperation from a broad range of staff and the ability to translate ideas, concepts, and information into written and verbal form.
3. Ability to identify, manage and monitor risk management controls to achieve legislative compliance.
4. Highly developed organisational skills and ability to manage concurrent complex activities and contribute to projects, as well as the development of systems and practices, to meet outcomes and deadlines.
5. Substantial expertise in policy and strategy development and implementation, particularly in privacy and data governance and related areas, with the ability to contribute to contemporary practice.
6. Good level of knowledge of the compliance requirements and obligations of relevant legislative and regulatory instruments and their application in a higher education environment.

Additionally, in accordance with UniSC's Staff Code of Conduct – Governing Policy, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of UniSC.

UniSC is committed to creating a work and study environment that values diversity, facilitates equitable access and full participation.