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| **TITLE:** Data Governance Analyst | | |
| **TEAM/PROGRAMME:** Information Technology | **LOCATION:** UK (London or Remote) or any existing Save the Children International Regional or Country office worldwide | |
| **GRADE**: C; Mid-Senior Level | **CONTRACT LENGTH:** Permanent | |
| **CHILD SAFEGUARDING:**  Level 2: *either* the post holder will have access to personal data about children and/or young people as part of their work; *or* the post holder will be working in a ‘regulated’ position (accountant, barrister, solicitor, legal executive); therefore a police check will be required (at ‘standard’ level in the UK or equivalent in other countries). | | |
| **ENVIRONMENT AND OPPORTUNITIES – What the candidate should expect**  **Ambition for Children 2030** is our ​global strategy.  Our mission is as urgent and relevant as ever: more children are surviving and thriving than ever before, but millions of children are denied their most basic rights and unable to fulfil their potential.  We will focus on inspiring three specific breakthroughs for children by 2030:  •**Survive**: No child dies from preventable causes before their fifth birthday  •**Learn**: All children learn from a quality basic education  •**Be protected**: Violence against children is no longer tolerated  In order to inspire these breakthroughs, we will focus on reaching the most deprived and marginalised children. We will do whatever it takes to ensure we leave no child behind. This will be the measure of our success.  We won’t achieve our 2030 ambition with business as usual. We will need to make tough choices and take calculated risks.  You are offered the opportunity to be part of a multi-year transformation program that is going to reshape IT in order to accomplish our ambitious objectives. We are revamping or replacing all of our key systems and applications, from ERP and HR to more NGO-specific ones such as Awards and Programs management, as well as introducing a state-of-the-art, cloud-based integration platform.  As part of this program, we have introduced Data Governance, at first limited to the Finance Data Subject Area, but with the aim of expanding it to encompass all other DSAs in the organisation. | | |
| **ROLE PURPOSE:**  The Data Governance Analyst will be responsible for ensuring the Data Governance Process runs correctly and enabling rollout of the future phases.  The Data Governance Analyst will work closely with Enterprise Data Architect, business analysts and technical teams to ensure the processes, standards and solutions designed as part of the wider data governance project are built and implemented to successfully achieve the required business outcomes, specifically in the areas of data management and data quality.  The role holder will be able to see the “big picture” in terms of data throughout its lifecycle and be able to shape solutions to solve complex data governance challenges.  **Reports to:** SCI Data Archictect | | |
| **KEY AREAS OF ACCOUNTABILITY:**   * Be responsible for the day to day running of the SCI Data Governance process. * Govern the implementation of the data governance roadmap * Implement roles and responsibilities related to data governance and ensure clear accountability for stewardship of the organisations key data assets * Work with data owners and the Enterprise Data architect to produce indicators of performance and quality metrics and ensure compliance with data related policies, standards, roles and responsibilities, and adoption requirements. * Impliment the Data Management processes, tools and training across Save the Children International and where applicable the wider global membership. * Lead the handover of support for processes, systems and tools to the BAU Owners (Data Governance office and IT Operations team) * Administer the Implementation of processes/solutions to manage the data change process * Work with IT Counterparts to aid the creatio and implement the necessary system workflows to support data change processes. * Work with the Business Intelligence team to ensure Data Quality checks and reporting is created and implemented. * Work with Global\Local Data Governance stewardship teams to embed understanding and support for the Data Management change processes * Work with the Business Intelligence team to publish the financial management data catalogue * Ensure accurate, version controlled, documentation over the project lifecycle, which is readily available to key stakeholders, and ensure the knowledge is disseminated * Work with architects to review existing Data Strategy, proposed Governance Board structure and Master Data processes to ensure they are fit for purpose for the Global SCA organisation | | |
| **BEHAVIOURS (Values in Practice**)  **Accountability:**   * holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values * holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.   **Ambition:**   * sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same * widely shares their personal vision for Save the Children, engages and motivates others * future orientated, thinks strategically and on a global scale.   **Collaboration:**   * builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters * values diversity, sees it as a source of competitive strength * approachable, good listener, easy to talk to.   **Creativity:**   * develops and encourages new and innovative solutions * willing to take disciplined risks.   **Integrity:**   * honest, encourages openness and transparency; demonstrates highest levels of integrity | | |
| **QUALIFICATIONS :**  Degree level in relevant subject area. | | |
| **EXPERIENCE AND SKILLS**  **Essential**   * Understanding of Data Management principles, capabilities, and best practices * Understanding Data Governance issues in financial systems. * Knowledge of data related regulatory requirements and emerging trends and issues * Knowledge in the areas of Reference Data, Data Quality. * Working knowledge of Data Management process and solutions * Knowledge of Data related topics such as compliance, management and data quality * Demonstrated skills, with change management concepts and strategies, including communication, culture change and performance measurement * Excellent interpersonal skills, with the ability to operate effectively in a culturally diverse matrix environment.   **Desirable:**   * Experience in implementing data governance programs – preferably at a large federated enterprise * Non-profit sector knowledge/experience (especially international development projects) * Experience in working with offshore project team members | | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | | |
| **Safeguarding our Staff:**  The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **JD written by: Francesca Duri**  **Amended by Don Walkden** | | **Date: 27th January 2020** |
| **JD agreed by:** | | **Date:** |
| **Updated By: Don Walkden** | | **Date: 19th January 2024** |
| **Evaluated:** | | **Date:** |