



Data Governance Officer

DIGITAL BUSINESS SOLUTIONS
ACADEMIC DIVISION



About QUT

QUT is a major Australian university with a global outlook and a 'real world' focus. We are one of the nation's fastest growing research universities and our courses are in high demand.

We are an ambitious and collaborative institution that seeks to equip our students and graduates with the skills they will need in an increasingly disrupted and challenged world. We are transforming the student experience we offer our 50,000 students and we place a premium on the international and national accreditation of our various professional degrees.

Our internationally award-winning Science and Engineering Centre is home to The Cube, acknowledged as one of the world's largest digital interactive learning and display spaces. QUT established the world's first Creative Industries Faculty, and we invest heavily in collaborative learning and interdisciplinary research environments, including the \$95M Education Precinct.

Further information about QUT can be obtained from the website at www.qut.edu.au.

Our Vision

QUT's [Blueprint 6](#) is our institutional strategic plan. The Blueprint formalises QUT's ambitions and declares our strong sense of purpose which is to provide transformative education and research relevant to our communities. It provides a framework and strategies to enable QUT to realise our vision to be the university for the real world and identifies the following priorities:

- support aspiration and inclusion
- encourage creativity and entrepreneurship
- embrace digital transformation and technology
- embed principles of health and wellbeing
- support Indigenous Australian engagement, success and empowerment
- enable professional engagement and ethical leadership and,
- focus on the environment and sustainability

Aligned to and supporting our vision are the QUT Values. These Values highlight what makes QUT distinct and successful. Providing a compass for our decisions, actions and behaviours and strengthening our community.

QUT Values

- Ambition
- Curiosity
- Innovation
- Integrity
- Inclusiveness

About Digital Business Solutions

Digital Business Solutions (DBS) provides support for staff and students across a range of information and technology services. DBS uses technology to create value for our students and customers through the portfolios of Learning and Teaching, Research and Innovation, and Professional Services.

DBS embraces digital transformation as being fundamental to our service in supporting QUT's aspirations outlined in Blueprint 6.

DBS provides value across a number of functional units: Digital Strategy and Innovation, Solution Design and Delivery, Service Operations, Business Process Improvement Office, Learning Environments and Technology Services, and Enterprise Reporting and Analytics.

About the Position

The Data Governance Officer is responsible for enabling the successful delivery of the QUT data governance programme. This includes supporting the design, development, implementation, management and education of the various data governance policies procedures, processes as well as ensuring the governance roles are clearly defined and responsibilities are fulfilled.

The Data Governance Officer will work closely with stakeholders from across the University including Finance Business Solutions Division, Digital Business Solutions, the Data & Analytics Team, technical partners and relevant third parties to participate in the design and delivery of the data governance programme to improve data quality within our core systems and business processes.

This position reports to the Data Governance Manager for supervision, workload management and for Performance Planning and Review (PPR).

Key responsibilities include:

- Building and maintaining a detailed inventory of QUT's core systems and information assets that are held in these systems, as well as of the data owners, data custodians, system owners and teams and processes that use them.
- Implementation and education of standard tools and platforms that ensure governance policies and procedures are effectively implemented and embedded.
- Developing standard procedures and guidelines to support the on-going implementation of the data governance policy within the business.
- Supporting data governance bodies including Steering Committees and Communities of Practice on behalf of the Data Governance Manager.
- Helping establish best practice and ownership of the Enterprise business glossary, data definitions and classifications and developing rules for their use.
- Using specialist knowledge and expertise to identify improvements around reduction of data redundancy and appropriate data reuse.
- Supporting and supervising information stewardship activities and management of data quality, retention and uses, ensuring ownership and accountability of corporate data systems is maintained.
- Actively promoting data governance across the University in order to ensure ethical use of data and to foster a culture that values its data assets.
- Complying with QUT health and safety policies, procedures, hazard reporting and safe work practices.

To ensure job flexibility the successful appointee may be required to:

- perform any other duties as nominated by the University consistent with the relevant classification descriptors detailed in the Enterprise Agreement. Staff undertaking any new duties will receive training;
- participate in job rotation or multiskilling in consultation with their supervisor;
- work across campuses

Type of appointment

This appointment will be offered on an ongoing, full-time basis.

Location

Kelvin Grove campus.

Selection Criteria

1. Education, training and/or experience equivalent to the completion of postgraduate qualifications in computer science or a related business discipline or progress towards postgraduate qualifications and extensive relevant experience.
2. High level interpersonal and verbal communication skills with the ability to quickly establish rapport, manage collaborative working relationships and engage with diverse client groups.
3. Demonstrated knowledge in data governance techniques and toolsets, big data, SQL and data architecture.
4. Excellent writing skills, with the ability to create clear requirements, specifications and documentation and an ability to embed information, business process and system wide changes to a technical and nontechnical audience.
5. Demonstrated high level skills in problem solving and implementing effective solutions, including the ability to operate logically and methodically with rigorous attention to detail.
6. Demonstrated knowledge of information management practices including information lifecycle management, data modelling, master data management and carrying out business audits and requirements gathering.

Remuneration and Benefits

The classification for this position is Higher Education Worker Level 8 (HEW8) which has an annual remuneration range of \$114,686 to \$129,990 pa. Which is inclusive of an annual salary range of \$97,738 to \$110,781 pa and 17% superannuation.

In July 2020 QUT staff voted in favour of a variation to its Enterprise Agreements. The variations were approved by the Fair Work Commission in August 2020.

The variation impacts leave loading (for new staff no loading will be paid or accrued during the period the variation is in effect), salary increases (the salary increase which was due to occur in the first full pay period of December 2020 has been deferred until the first full pay

period of December 2021) and superannuation (superannuation will be paid to staff as though the salary increase which would have been paid in December 2020 has taken effect and, subject to the rules of the superannuation fund, a defined benefit member will continue to make contributions in alignment with the contributions made by the University). A link to the variation is [here](#).

Beyond personal and professional fulfilment, a career at QUT brings a broad range of tangible benefits. With competitive remuneration including superannuation, the University offers real and generous benefits.

QUT is a high quality and flexible organisation that is proud of its excellent employment conditions which include but are not limited to:

- Reduced working year scheme
- Parental leave provisions
- Study support encompassing leave and financial assistance
- Comprehensive professional development
- Salary Packaging

Further benefits can be found at the [Working at QUT](#) page.

Information for applicants

The position is open to current staff members of QUT who have ongoing full-time work rights in Australia. Former QUT staff members who were employed at 23 April 2020 are also eligible to apply for this position. Please indicate your eligibility within the application questions. In support of our strategic priority of Indigenous Australian success, Aboriginal Australians and Torres Strait Islander people who are not QUT staff are also eligible and encouraged to apply.

For further information about the position, please contact Amanda Davis, Data Governance Manager, on (07) 3138 0901; or for further information about working at QUT contact Human Resources on (07) 3138 4104.

Candidates who are interested in the position are encouraged to apply even though they may feel they are not strong on individual selection criteria.

In assessing merit, the panel will take into consideration “performance or achievement relative to opportunity”. We recognise that many staff today have a range of personal

circumstances, and career histories that challenge traditional ideas of a staff member. This may mean, for example, prioritising the quality of achievement rather than the quantity, as considerations of part-time employment, career interruptions and significant periods of leave are taken into account when assessing performance or achievement.

How to Apply

For further information and to apply, please visit www.qut.edu.au/jobs for reference number **21262**.

When applying for this position we encourage you to upload your response to the selection criteria.

Applications close 7 March 2021