Job Related Information

This document includes information about the role for which you are applying and the information you will need to provide with your application.

1. Role Details

<table>
<thead>
<tr>
<th>Vacancy reference</th>
<th>14969</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Senior Manager, Data Governance</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Head of Data Strategy and Governance</td>
</tr>
<tr>
<td>Salary:</td>
<td>£39,992 to £47,722 depending on knowledge and experience</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Academic-related</td>
</tr>
<tr>
<td>Grade</td>
<td>G8</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Working hours:</td>
<td>Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Walton Hall, Milton Keynes</td>
</tr>
<tr>
<td>Closing date:</td>
<td>12:00 noon on 29 August 2018</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>Full version and covering letter detailing how you meet the person specification</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>3</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td><a href="mailto:Strategy-Info-Recruitment@open.ac.uk">Strategy-Info-Recruitment@open.ac.uk</a></td>
</tr>
</tbody>
</table>
2. Summary of duties

This is a new role within the Strategy and Information Office and offers an opportunity to make a significant contribution to the establishment of data governance within The Open University. The post-holder will work in a small team within the Data and Insight function of the Strategy and Information Office and will be responsible for writing policies relating to the management and governance of data, managing the training of key roles in the data governance framework, and providing ongoing support for those with data governance responsibilities. The role requires a good understanding of organisational governance and the ability to work with stakeholders at all levels of the University.

The main duties of the role are:

- Working with the Head of Data Strategy and Governance to write, maintain and implement a Data Governance Policy for the University;
- Defining and documenting data governance procedures to support the policy, and managing the implementation of the procedures;
- Supporting the Head of Data Strategy and Governance in agreeing ownership of data domains across the University;
- Managing the provision of training for data domain owners, and providing ongoing support for them in their role;
- Working with data domain owners to identify the data stewards within their domains;
- Managing the provision of training for data stewards, and providing ongoing support for them in their role;
- Writing and embedding a Data Access Policy for the organisation;
- Working with the responsible Project Manager in the delivery of data governance for data protection compliance, including providing updates to steering groups and other management bodies as required;
- Providing support for a Data and Information Steering Group or similar governance body, as needed;
- Supporting the Head of Data Strategy and Governance in the establishment of data governance and undertaking other duties in the Strategy and Information Office, as required.

3. Person specification

Requirements  (E = Essential/ D = Desirable)

Education, qualifications and training

A bachelor’s degree or equivalent.

Knowledge, work and other relevant experience

Essential: The person appointed will have:

1. Relevant management experience with demonstrable understanding of organisational governance within a regulated environment.
2. Knowledge of data protection legislation and a good understanding of its application.
3. Recent experience of writing policy documents and related procedures.
4. Experience of working with a range of stakeholders at all levels of the organisation, including both technical and non-technical members of staff.

**Desirable:**
1. Experience of establishing or working within an effective governance framework.
2. Experience of data management or data governance.
3. An understanding of the Higher Education sector in the UK, including within the various UK nations.
4. Knowledge of relevant projects and developments within the Higher Education sector.

**Personal abilities and qualities**

**Essential:**
1. Ability to assimilate and interpret complex requirements and apply them within the context of relevant legislation and governance policy.
2. A self-starter, proactive in reviewing processes and in identifying opportunities for improvement.
3. Confident and experienced in negotiating with and influencing stakeholders at all levels.
4. Excellent inter-personal skills, demonstrating the ability to advise managers and senior officers of the University. Effective communication skills include:
   a) clear oral communication skills in meetings and in telephone conversations;
   b) a clear, succinct and professional style in drafting paper-based documents;
   c) the ability to disseminate online information in appropriate formats.
5. Proven ability to understand technical subjects, including issues relating to data quality and data derivation.
6. The ability to explain complex technical ideas clearly.

**Desirable:**

4. **Role specific requirements e.g. Shift working**

None
5. About the unit/department

The Strategy and Information Office is led by the Acting Director of Strategy and is part of the Commercial and Strategy portfolio within the University. The Strategy and Information Office plays a critical role in enabling others to be successful in supporting The Open University and its students by:

- Having a fit-for-purpose strategy that is understood and supported by the organisation;
- Improving The Open University’s ability to make the right change, and make the change right; and
- Making data and insight a source of competitive advantage for the University, for the benefit of students.

The Data and Insight function within the Strategy and Information Office currently provides information and analysis to all parts of the University on student numbers and institutional performance, including module and qualification completion and retention. We prepare and submit the University's statutory returns for student, staff and student-related research data and play a key role in the University’s financial and operational planning through the generation of student recruitment projections and targets.

The team’s remit has recently extended and the data governance function sits within this extended remit, which includes:

- Development of and support for a data governance framework for the University;
- Contributing to the definition of an analytics platform to support the strategic direction of the University;
- Supporting the development of data capability and data skills in all areas of the University.

There are currently approximately 60 staff in the Strategy and Information Office, divided between the unit’s core functions of Strategy, Change and Data and Insight.

6. How to obtain more information about the role or application process

If you would like to discuss the particulars of this role before making an application please contact Rebecca Ward on 01908 654977 or email: Rebecca.Ward@open.ac.uk.

If you have any questions regarding the application process please contact Sheila Mace on 01908 655088 or email: Strategy-Info-Recruitment@open.ac.uk.

7. The application process and where to send completed applications

<table>
<thead>
<tr>
<th>Please ensure that your application reaches the University by:</th>
<th>12:00 noon on 29 August 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post it to:</td>
<td></td>
</tr>
<tr>
<td>Name/Job title:</td>
<td>Sheila Mace, Recruitment Co-ordinator</td>
</tr>
<tr>
<td>Department/Unit:</td>
<td>Strategy and Information Office</td>
</tr>
</tbody>
</table>
8. Selection process and date of interview

<table>
<thead>
<tr>
<th>The interview panel will be chaired by:</th>
<th>Rebecca Ward</th>
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<tbody>
<tr>
<td>The other members of the interview panel will be:</td>
<td>TBC</td>
</tr>
<tr>
<td>The interviews will take place on:</td>
<td>13 September 2018</td>
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<tr>
<td>The selection process for this post will include</td>
<td>Interview and a task to be completed on the day of the interview.</td>
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We will let you know as soon as possible after the closing date whether you have been shortlisted for interview. Further details on the selection process will also be sent to shortlisted candidates.

Applications received after the closing date will not be accepted.