JOB DESCRIPTION

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| **Title** | DATA GOVERNANCE MANAGER – 6 Month Contract |
| **Reports To**  | SVP, CFO & Corporate Services  |

**Job Purpose**

The Contract Data Governance Manager at Canadian Investor Protection Fund (CIPF) is responsible for the review of existing policies and to establish new procedures as required to ensure the company's data are secure, reliable, and consistent. Additionally, the Contract Data Governance Manager will establish the management of the life cycle of data, as well as manage access to company data.

A successful Contract Data Governance Manager has excellent attention to detail as well as organizational and leadership skills with a strong focus on the security and privacy of information.

**Duties and Responsibilities**

The Contract Data Governance Manager will be responsible for completion of the following deliverables within the 6 month duration of the contract:

* Develop, implement and monitor data policies, standards, and controls that will ensure compliance with regulatory requirements.
	+ Ascertain that data handling, transfer, and processing comply with applicable laws and company policies.
* Mitigate risks associated with data leakage, data breaches, data loss or data integrity.
* Assess the current state of data security within the organization.
* Business process mapping & risk identification.
* Develop materials and conduct training to increase staff awareness on data governance best practices and technologies, and support any queries on the new data governance standards.
* Collaborate with stakeholders to identify opportunities to improve data accuracy and ensure that data owners are accountable for data quality.
* Participate in project/team meetings and collaborate with stakeholders as appropriate.
* Identify gaps in data security and develop action plans to address such issues.
* Improve data quality, security, and compliance.
* Strengthen accountability for data controls across the organization.
* Identify areas of optimization for data management where organizational funds can be saved.
	+ E.g. by storing data in only one location
* Review and be aware of new standards and regulatory changes, and understand the impact as pertains to data. Advise as to what resources are required to implement any new standards at CIPF.
* Ascertain that data handling, transfer, and processing comply with applicable laws and company policies.
* Perform additional duties as assigned.

 **Qualifications**

* Bachelor’s degree in Data Science, Information Management, Data Management and/or equivalent experience.
* Post-secondary certification in data governance or computer science is an asset.
* 5-7 years of proven management experience, specifically in data governance and data quality control.
* Solid communication (written and verbal) and organizational skills.
* Advanced knowledge of Canada’s privacy laws.

 **Core Competencies**

The competencies listed below are critical to success in this role.

* **Critical Thinking:** Attributes: Creative problem-solving skills, intellectual curiosity and an open mind
* **Planning:** Attributes: Prioritizing work and keeping manager informed of any obstacles that could result in delays
* **Positive Attitude:** Attributes: Adaptability and coachability
* **Teamwork:** Attributes: Sharing of information and collaboration

 **Working Conditions**

* This position is set in an office environment
* The standard work week for this position is 35 hours
* The standard business hours for this position are 9 am – 5 pm
* Hours worked outside of the standard work schedule may be required
* Ergonomic: Sitting for long periods of time, exposure to computer/laptop/mobile device screens for long periods of time, repetitive hand/arm movement