



Pacific
Community
Communauté
du Pacifique

JOB DESCRIPTION

Job Title:	Data Governance Advisor
Division/Team:	Pacific Data Hub, Information Services
Location:	Nouméa, New Caledonia
Reporting to:	Pacific Data Hub Programme Manager
Number of Direct Reports:	None
Purpose of Role:	The Data Governance Advisor plays a pivotal role in the Pacific Data Hub programme, leading the implementation of SPC's data governance policy and framework and strengthening organisational data governance practice. The role will also lead regional data governance initiatives which aim to establish harmonised approaches to data governance and foster an enabling environment for data-driven policy and evidence-based decision making.
Date:	November 2023

Organisational Context and Organisation Chart

About Us

The Pacific Community (SPC) is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our unique organisation works across more than 25 sectors. We are known for our knowledge and innovation in fisheries science, public health surveillance, geoscience, and conservation of plant genetic resources for food and agriculture.

The Pacific Data Hub

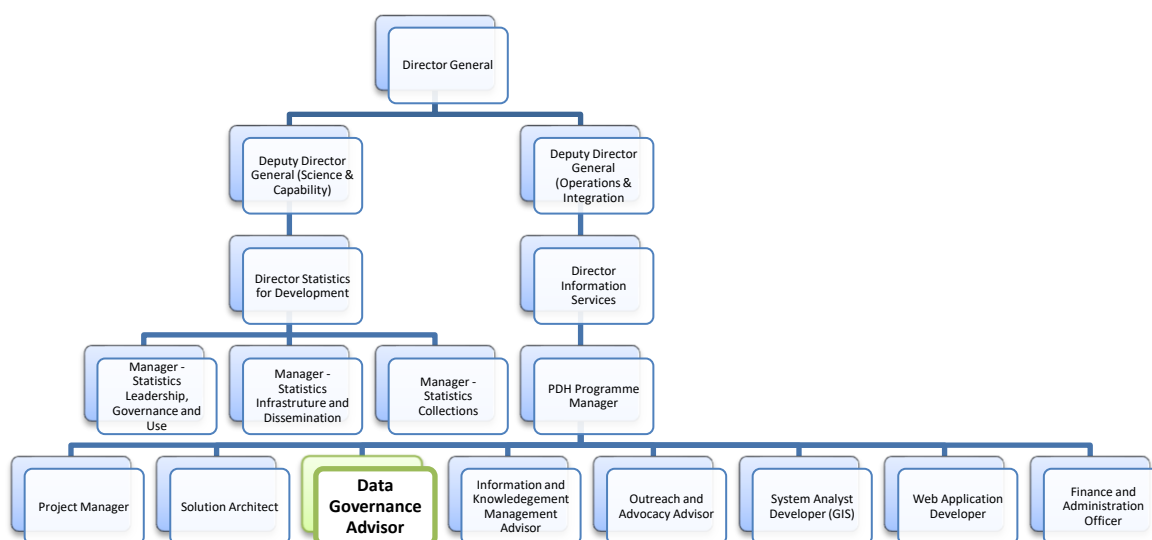
SPC has established the Pacific Data Hub (PDH) as a regional public good, serving as a central point of access for data about the Pacific and providing a vehicle for investment in sustainable data infrastructure. Led by SPC's Information Services (IS) and Statistics for Development Division (SDD), the PDH collaborates with other SPC Divisions to drive strategic data management, capacity-building initiatives, and capability-strengthening programmes that support and enhance data production, accessibility, and utility for sustainable development in the Pacific.

The Pacific Statistics and Data II (PSDII) Initiative

SPC's SDD and PDH teams have combined resources to work collaboratively on the Pacific Statistics and Data II (PSDII) initiative, a four-year project funded by the New Zealand Government Ministry of Foreign Affairs and Trade (MFAT). The project aims to support stronger statistics and data capabilities, capacity, and usage in the Pacific, which will inform more evidence-informed decision-making. This project will support the implementation of the Strategic Framework for Pacific Statistics and SPC's strategic Flagship programmes through the uptake and use of data, statistics, and knowledge.

About the Role

The Data Governance Advisor will lead the implementation of a new data governance policy and framework for the Pacific Community (SPC) and will play a crucial part in establishing harmonised data governance approaches across the CROP (Council of Regional Organisations in the Pacific) agencies and development partners operating in the Pacific region. The role will be responsible for planning and implementing data governance initiatives under the PDH programme and will be influential in effecting an organisational shift towards managing data as a valuable resource and ensuring access to data as a regional public good. This role involves collaborating with cross-functional teams, including management and subject matter experts from various scientific and technical disciplines. The Data Governance Advisor will also provide expert and strategic advice on data governance to SPC executives and senior leadership, SPC members and regional development partners.



Key Result Areas (KRAs):

The performance requirements of the Key Result Areas are broadly described below

Jobholder is accountable for	Jobholder is successful when
<p>KRA 1: Data Governance Policy development and implementation (30%)</p>	<ul style="list-style-type: none"> Comprehensive data governance policy and framework are aligned with organisational objectives and industry best practices. Clear roles and responsibilities for data governance are established, leading to enhanced compliance and accountability. Mechanisms to manage data as a valuable organisational resource are established and promote access to data as a regional public good. SPC’s data governance organisational groups have clarity on their purpose within the data governance framework. Data management standards, quality frameworks and guidelines are developed in collaboration with relevant subject matter experts leading to measurable improvements in data quality, enhanced interoperability and increased utility of SPC’s data resources. Harmonised and interoperable data governance approaches are developed in collaboration with CROP agencies and development partners in the Pacific.
<p>KRA 2: Change Management and Strategy Support (30%)</p>	<ul style="list-style-type: none"> Data governance initiatives result in positive organisational change, fostering a data-driven culture and improved decision-making.

	<ul style="list-style-type: none"> • Effective organisational change management leads to successful implementation of and increased compliance with SPC’s data governance policy across SPC Divisions. • Objectives and key performance indicators (KPIs) are established to measure the impact of data governance initiatives. • Data-related strategies and objectives developed by the Pacific Data Hub programme are aligned with the organisation’s vision and mission. • Expert advice on data management and governance contributes to informed strategic decision-making by executives and senior leadership. • Timely communication, consultation and escalation of issues across the Data Governance Council, Steering Group and Working Groups ensures a highly functional, fit-for-purpose and effective data governance organisational framework that can support timely and informed decision-making.
<p>KRA 3: Data Governance Capacity Building and Collaboration (20%)</p>	<ul style="list-style-type: none"> • The development and delivery of effective data governance training and awareness programs result in improved data stewardship and responsible data practices. • Continuous improvement in capacity building initiatives is achieved through feedback evaluation and adjustments. • Effective communication and collaboration with cross-functional teams lead to better integration of data governance practices and fosters a data-driven culture. • Collaboration with management and subject matter experts ensures seamless data governance across scientific and technical disciplines. • Data Governance Communities of Practice within SPC are established and contribute towards the development and implementation of data governance standards, guidelines and continuous practice improvement.
<p>KRA 4: Measuring Impact and Compliance Monitoring (20%)</p>	<ul style="list-style-type: none"> • Data governance compliance is monitored within the organisation, and non-compliance issues are addressed proactively. • Identified data governance risks are mitigated, minimising potential challenges and disruptions. • Regular reports on the progress and impact of data governance initiatives are provided, demonstrating transparency and accountability. • Performance metrics and data-driven insights showcase the effectiveness and value of data governance efforts. • Data governance practice improvement is continuously assessed, using lessons learned from implementation, global best-practice and emerging trends, to uplift data governance maturity. • Data governance policy and supporting guidelines, checklists and templates are continually improved over time based on feedback loops from implementation teams.

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

Most Challenging Duties Typically Undertaken (Complexity):

- Effecting organisational change and convincing stakeholders at all levels to adopt new data governance practices, change existing processes, and prioritise data as a valuable resource.
- Collaboration with diverse stakeholders. Working with CROP agencies, development partners, and various technical disciplines across the Pacific region to align diverse data governance approaches and

requirements. Navigating complex bureaucratic structures and diverse interests to negotiate harmonised data governance approaches.

- Managing resistance to change from individuals or teams accustomed to different data management practices. Effectively addressing resistance and promoting a data-driven culture will require strong change management skills and the ability to communicate the benefits of the new approach.
- Developing and delivering effective data governance training programs to a diverse audience with varying levels of understanding and experience. Using a using a tailored and targeted approach to ensure that training initiatives lead to tangible improvements in data stewardship and compliance.
- Balancing Compliance and Flexibility. Striking a balance between enforcing data governance policies to ensure compliance while maintaining flexibility to adapt to evolving data needs. Establishing a data governance framework that allows for agility without compromising data security and integrity.
- Being proactive and vigilant in identifying and mitigating data governance risks, including data breaches, privacy concerns, or data quality issues. Devising effective risk management strategies to address potential challenges to maintain data governance effectiveness.
- Communicating the value and impact of data governance initiatives to executive leadership and stakeholders providing tangible evidence of how data governance enhances decision-making and organisational performance.
- Staying up-to-date with industry best practices and trends in data governance in a constantly evolving technology and regulatory landscape to ensure the organisation's data governance strategy remains relevant and effective.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
Internal	
<ul style="list-style-type: none"> • PSD II Team (SDD/PDH) • SPC executive and senior leadership • Other SPC technical divisions and integrated programmes, e.g., PHD, HRSD, SPL, LRD, GEM, CCES, FAME and PCCOS. • Corporate services (OMD) • SPC Data Governance Steering Group, Data Governance Council, Divisional Data Governance Working Groups 	<ul style="list-style-type: none"> • Lead and facilitate data governance planning, coordination and implementation activities. • Providing operational and strategic guidance and advice on data governance matters. • Using SPC systems and processes to procure and manage services delivered by consultants and service providers. • Delivering training, facilitating workshops and consultations on data governance. • Communication and coordination of data governance related matters across the organisational data governance groups. • Lead the establishment of data governance communities of practice across SPC.
External	
<ul style="list-style-type: none"> • Pacific Island government officials • Regional and international organisations, donors, and development partners including PIFS, SPREP, FFA, MFAT, DFAT, USAID, DFID, EU, NIWA, CSIRO, UNESCO-IOC, ESCAP, FAO, UNDP, UNDRR, and other UN Agencies. • Contractors and consultants 	<ul style="list-style-type: none"> • Coordinate data governance activities delivered by the PDH programme. • Delivering training, facilitating workshops and consultations on data governance. • Advising stakeholders at all levels. • Lead the establishment of data governance communities of practice with PICT members and regional development partners.

Level of Delegation:

Routine Expenditure Budget: 0

Budget Sign off Authority without requiring approval from direct supervisor: 50 €

Personal Specification:

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications, or equivalent level of learning through experience or key skills, attributes, or job specific competencies.

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> Master's degree in a relevant field such as Data Management, Information Science, Computer Science, Business Administration, Public Administration, or a related discipline. 	<ul style="list-style-type: none"> Formal training in Project and/or Change Management

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> At least 10 years of experience in developing and implementing data governance policy and frameworks, preferably in government or in international development. Experience in working across the data management lifecycle, using data governance and data value chain frameworks, and performing data capability and maturity analysis. Experience in developing data governance training programmes, delivering training, mentoring, and coaching. Experience with data governance frameworks such as those described in DAMA-DMBOK, COBIT, ISO 8000, TDWI and TOGAF. Understanding of data sovereignty issues pertaining to indigenous people and marginalised groups. Experience working with data protection and privacy regulatory frameworks such as the EU GDPR. 	<ul style="list-style-type: none"> Experience working with statistical systems and data management in developing countries. Experience in integrating the FAIR and CARE principles into data governance frameworks and data management practice. Experience working in the Pacific region. Working knowledge of French

Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	<ul style="list-style-type: none"> Extensive knowledge and expertise in data governance principles, frameworks, and best practices. Deep understanding of data stewardship, data quality management, data sovereignty and data security. Demonstrated ability to lead and influence teams, stakeholders, and organisational leaders to drive data governance initiatives successfully. Expertise in managing organisational change and navigating resistance to adopt new data governance practices.
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	<ul style="list-style-type: none"> • Proven track record in developing and implementing comprehensive data governance policies aligned with organisational goals and strategy. • Exceptional communication and presentation skills to articulate complex data governance concepts to diverse audiences.
Advanced level	<ul style="list-style-type: none"> • Proficiency in data management practices, data lifecycle, and data governance tools. • Strong collaborative skills to work with cross-functional teams, external partners, and stakeholders. • Ability to analyse complex data-related issues, identify trends, and propose data-driven solutions. • Experience in developing and delivering data governance training programs for staff at various levels. • Ability to identify and address potential data governance risks proactively.
Working knowledge	<ul style="list-style-type: none"> • Familiarity with data protection and privacy regulations, including regional and international frameworks. • Basic understanding of data architecture and data modelling concepts. • Capability to create clear and concise data governance documentation and guidelines. • Awareness of current trends and emerging technologies in data governance and data management.
Awareness	<ul style="list-style-type: none"> • Basic awareness of data governance concepts, importance, and benefits. • Understanding of the significance of data security and data privacy. • Basic knowledge of relevant data regulations and compliance requirements. • Awareness of the value of data and the importance of data-driven decision-making. • Awareness of the role of statistics in achieving the UN Sustainable Development Goals (SDGs). • Cultural sensitivities and communication protocols across diverse regions and countries. • The importance of gender equality, social inclusion, and human rights in statistical development. • SPC rules, policies, and procedures.

Key Behaviours

All employees are measured against the following Key Behaviours as part of Performance Development:

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement
- Building Individual Capacity

Personal Attributes

- Strong leadership qualities, including the ability to inspire and influence others to embrace data governance principles and practices, to drive change and foster a culture of data stewardship and responsibility.
- Exceptional communication to articulate complex data governance concepts clearly to diverse audiences, including executives, stakeholders, and technical teams.
- Strong problem-solving and analytical thinking skills and the ability to analyse complex data-related issues, identify challenges, and develop data-driven solutions.
- Adaptability and openness to continuous learning to stay updated with industry trends and best practices.
- A high level of ethical awareness and a commitment to data privacy and security.

- A high degree of empathy to understand the concerns and needs of different stakeholders.
- Resilience and perseverance to overcome obstacles and maintain momentum.
- Approachable and the ability to foster an environment of teamwork and cooperation among different teams.
- Strategic thinking and the ability to align data governance initiatives with the organisation's long-term goals and objectives.
- Meticulous attention to detail to ensure accurate data handling, quality assurance, and compliance with policies and regulations.
- A strong advocate for the value of data, promoting data as a critical resource for decision-making and supporting sustainable development.

Change to Job Description:

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of the work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.