

Role Profile

Position Title	Data Governance Transformation Manager
Directorate	Chief Administration Office
Reports to (Position)	Head of Data & Analytics
Role type	<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Secondment <input type="checkbox"/> Contract
Contract Term (if applicable)	
Line management Responsibilities?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Grade	18
Working hours	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time FTE:
Location	2 Thomas More Square, London E1W 1YN. Reasonable travel.
Context of the role	<p>The Chief Administrative Office (CAO) focuses upon the <i>internal facing</i> aspects of running Pay.UK Ltd such as Technology, Facilities, Data and Analytics. For completeness the external facing aspects of Pay.UK Ltd [e.g. Payment Scheme Operations, Product, and Industry Engagement] reside within the other Pay.UK Ltd directorates particularly the Operations Directorate.</p> <p>The CAO is; therefore, accountable for the delivery of efficient and effective enterprise services that support Pay.UK Ltd in its execution of accountabilities and obligations running the company.</p> <p>Through the centralisation of cross company activities [enterprise services] we will drive effectiveness and efficiency by achieving economies of scale, consistency of execution and adherence to recognised industry good practice and standards enabling Pay.UK Ltd to run reliably, securely, safely, resiliently and economically on behalf of all Pay.UK stakeholders.</p>
Role Dimensions	Permanent Workforce: circa 100 Contractor Workforce: circa 50 Direct/ Indirect Reports: 6
Summary of Role	The Data Governance Transformation Manager will have a strong track record being both expert at establishing and delivering change as well as being a domain expert in Enterprise Data Governance Models; policies, procedures and

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	<p>processes along with deep expertise of migrating organisations to an appropriately mature set up:</p> <ul style="list-style-type: none"> (a) Establish and deliver a programme of work that optimally delivers an enterprise Data Governance Framework across Pay.UK which includes but not limited to the Data Strategy, current and target state analysis, implementation of relevant artefacts and controls embedded as BAU. (b) Liaise with respective policy owners to develop and implement the data standards and policies to underpin the Data Strategy. (c) Bring data expertise that not only allows for the delivery of the programme but also mentors and advises on the best way to manage data related projects across the enterprise in parallel to this transformation. (d) Liaise with other Pay.UK teams such as Architecture, IT, Security and Compliance for the delivery of component parts of the Data Governance Framework. (e) Report into the Head of Enterprise Change ensuring that the transformation programme aligns to the organisational transformation constructs. (f) Establish appropriate governance such as Project Steering boards, Project Review Boards, Go/No Go decisions, etc. to support appropriate manage of change. (g) Maintain all project governance artefacts and reporting standards as set-out by the CSO PMO including regular stakeholder briefing packs, RAIDS log, etc. (h) Apply communication, analytical, and problem-solving skills to help develop the data artefacts and ensure they are aligned with the Data Strategy (i) Be able to advise and be an expert on data aspects including platforms, visualisation, cultural integration, training, technical data strategy, external sourcing engagements, vendor management, etc. (j) Have a sound, and in some areas, deep knowledge of relevant technologies, change, transformation, strategic and project management.
<p>Key Accountabilities</p>	<p>Principal Accountabilities</p> <p><i>Deliver to the core priorities as defined in Role summary</i></p>

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	<p>Specifically, but not limited to;</p> <p>Data Enterprise strategy implementation</p> <ul style="list-style-type: none">• Develop, agree and implement an enterprise change plan to evolve Data Governance to target state• Contribute and support the development of the Data Strategy including reference data management, data migration strategy, data lineage and data integration strategy and take these through appropriate governance• Apply communication, analytical, and problem-solving skills to help develop the data artefacts and ensure they are aligned with the Data Strategy• Maintain the relationship between the Data & Analytics and Change teams including overseeing change impact assessments, Data pipeline, etc.• Support development and implementation of the data standards and policies that underpin the Data Strategy• Ensure appropriate procedures are used in respect of planning, monitoring and management. <p>Stakeholder Management</p> <ul style="list-style-type: none">• Build and maintain strong relationships with all key stakeholders, both clients and vendors. <p>Vendor Management</p> <ul style="list-style-type: none">• Work with and manage the day to day specialist 3rd parties engaged to help shape the Data Strategy for the organisation• Establish joint vendor delivery mechanisms holding all parties to account• Establish vendor selection and RFP processes to drive strategic partner selection• Establish a joint delivery plan with vendors to ensure changes are delivered on time/ on budget and to the quality required <p>Finance</p>
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	<ul style="list-style-type: none"> • Ensure that all budgets are agreed, managed to and monitored dealing with any deviations • Ensure that business cases are developed and approved for all Data change related activity <p>Technical Delivery</p> <ul style="list-style-type: none"> • Manage the technical delivery of the enterprise data strategy solution and implementation • Provide expertise of Data, architecture, asset management, retention etc driving appropriate control changes to meet policy <p>Other obligations:</p> <ul style="list-style-type: none"> • Ensure compliance with all Pay.UK policies and procedures and complete required compliance training in a timely manner. • Comply with Pay.UK’s Data Protection Policy and all associated procedures and processes and communicate any data protection risks to the Data Protection team without delay. • Promote diversity and inclusion across Pay.UK to build a workforce that reflects the users we serve and provides equal opportunity for all colleagues.
Behaviours	Aligned with Pay.UK Values
Internal & External Interactions	<ul style="list-style-type: none"> • Pay.UK Directorates • External stakeholders as relevant • 3rd Party Vendors • Pay.UK Executive • Pay.UK Board Members
Qualifications and Experience	<ul style="list-style-type: none"> • Expert in Change Management, Programme and Project Management • Experience of designing and implementing data governance frameworks • Experience of implementing of industry models and standards for Data Governance e.g. DAMA, DCAM, etc.

	<ul style="list-style-type: none"> • Proven experience & knowledge of best practise of data analysis techniques in financial services where the output is regulated and a standard process must be followed. • Experience with conducting enterprise wide data maturity assessments and implementing the roadmap to address any associated gaps • Knowledge of Banking with Payments-specific compliance and regulatory knowledge. • Working knowledge of implementing integrated enterprise data architecture framework and models including the master data management frameworks • Experience in the design of the data analytics platform that will cater for future capabilities using data science techniques such as artificial intelligence, machine learning, etc. • Expert in anything data related especially in helping organisations understand the opportunities and a proven background in their delivery • Experience of helping organisations transition technologically to a Smart/Agile working future • Sound knowledge and understanding of Big Data frameworks and other relevant technology principles • Strong stakeholder management at all levels of an organisation • Understanding of technical environment and credibility with internal and external stakeholders • Proven experience of working in a matrix management style • Strong leadership and team management experience
<p>Core Skills and Competencies</p>	<ul style="list-style-type: none"> • Data Governance and Data Strategy development • Change and transformation management • Project and programme management • Stakeholder & vendor management • Communications skills

	<ul style="list-style-type: none"> • Reporting, MI and Presentation production skills specifically Exec / Board level • Sufficient experience within a multi stakeholder environment • Good interpersonal skills and a team player • Required to work independently and with internal colleagues and external contacts
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Version Control

Document Owner	People Directorate			
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Review Frequency			Next review date:	
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