UNIVERSITY OF WARWICK

Job Description

Job title	Head of Data Strategy & Governance
Department	Information & Digital Group
Grade	FA8

Job purpose (a brief summary of the role)	The Head of Data Strategy & Governance provides strategic leadership for institutional governance, data governance, regulatory assurance and data quality management across the University. The role is responsible for establishing and maintaining effective governance frameworks, ensuring compliance with statutory and regulatory requirements, promoting high-quality institutional data and enabling informed decision-making through robust governance arrangements. The postholder will act as the University's senior professional lead for data governance and institutional assurance, working across Faculties and Professional Services to ensure that governance arrangements support strategic objectives and regulatory expectations.
Duties and responsibilities	**1. Data Governance Framework:** Develop, implement and maintain University-wide data governance structures, policies, standards and accountability arrangements. **2. Data Quality & Assurance:** Lead institutional data quality strategy and assurance processes. Establish controls that ensure completeness, accuracy and consistency across key datasets. **3. Regulatory Compliance & Statutory Returns:** Oversee governance arrangements supporting HESA, OfS and other statutory submissions. Ensure external reporting obligations are fulfilled accurately and on time. **4. Governance & Committee Support:** Support governance bodies through provision of authoritative advice, assurance reporting and evidence-based decision support. **5. Risk, Assurance & Information Governance:** Work collaboratively with Legal, Information Security, Audit and Risk functions to ensure appropriate governance, compliance and risk controls are maintained. **6. Leadership & Capability Building:** Develop institutional understanding of governance responsibilities, data stewardship and regulatory requirements. Lead specialist staff and communities of practice.

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	A degree or equivalent relevant professional experience.	A
E2	Significant experience of governance, assurance, compliance, or strategic planning.	A & C
E3	Experience leading institutional policy and assurance processes.	A & C
E4	Experience influencing senior stakeholders and governance bodies.	A & C
E5	Strong understanding of governance frameworks and risk management.	A & C
E6	Strong understanding of governance frameworks and risk management.	B & C
E7	Strong leadership and relationship management skills.	A & C
E8	Experience of developing and maintaining organisation-wide governance structures, policies, standards and accountability arrangements.	A & C
E9	Experience leading data quality strategy and assurance processes.	A & C
E10	Ability to establish controls supporting the completeness, accuracy, and consistency of key datasets.	B & C
E11	Experience of governance arrangements for statutory or regulatory reporting.	A & C
E12	Ability to provide authoritative advice, assurance reporting and evidence-based decision support to senior governance bodies.	C & D
E13	Ability to work effectively with Legal, Information Security, Audit and Risk functions on governance, compliance and risk controls.	A & C
E14	Ability to communicate complex governance, compliance and regulatory matters clearly to specialist and non-specialist audiences.	C & D
E15	Ability to operate autonomously, exercise professional judgement and make recommendations on significant governance, compliance, or data quality risks.	B & C

Desirable Criterion No.	Desirable Criterion Description	*Measured by*
D1	Experience working in Higher Education.	A & C
D2	Knowledge of HESA, OfS and sector regulatory requirements.	A & C
D3	A relevant data management certification.	A
D4	A recognised project management qualification, such as PRINCE2 or AgilePM.	A

D5	A relevant analytics certification, such as Microsoft Power BI, Fabric, Databricks or CAP.	A