Position Description – LEAD DATA MANAGEMENT ANALYST

Position Details

Position Title:	Lead Data Management Analyst
College/Portfolio:	Finance and Governance
School/Group:	**Data and Analytics**
Campus Location:	Based at the City campus, however may be required to work and/or be based at other campuses of the University.
Classification:	HEW 9
Employment Type:	Continuing
Time Fraction:	1.0

RMIT University

RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. For more information on RMIT University follow the links below.
https://www.rmit.edu.au/about
https://www.universitiesaustralia.edu.au/university/rmit-university/
https://www.rmit.edu.au/about/facts-figures

Our three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.
https://www.rmit.edu.au/about/our-locations-and-facilities

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

Why work at RMIT University

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.
https://www.rmit.edu.au/careers

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.
https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings

College/Portfolio/Group

Office of the Chief Data and Analytics Officer

Office of the Chief Data & Analytics Officer supports and enables RMIT's business strategy by leading and driving the data and analytics agenda for the enterprise. This involves being accountable and responsible for:

- Developing and implementing RMIT's data and analytics strategy and ensuring ongoing alignment with university
- Defining requirements and standards for data and analytics technologies to be delivered by Information Technology
- Coordinating and governing data management activities for analytics and reporting
- Developing and coordinating advanced analytics capabilities to resolve key university challenges

Position Summary

RMIT is embarking on an ambitious agenda with implementation of the Data & Analytics Strategy to enable its Knowledge with Action Strategy. The Data Management and Information Governance team plays a critical role across RMIT in ensuring enterprise data and information are managed, governed and implemented in accordance to both University policies and best industry practices.

This role will play a key part and be responsible for leading the university's data minimisation program of work, ensuring compliance with privacy regulations, and implementing strategies to reduce the volume of personal data processed and stored. This role will drive initiatives to establish and maintain data minimisation best practices across the institution, working closely with multiple departments to optimise data management, improve data governance, and enhance data protection measures.

Operating across RMIT, pioneering the transformation of data management practices within the Data & Analytics team, the position works within a cross-disciplinary team, collaborating with peer data practitioners to deliver data and analytic solutions to/for the organisation.

Reporting Line

Reports to: Director, Engagement and Enablement

Direct reports: 0

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

- Lead key activities that underpin governance, standards and direction for RMIT's Data Management capability.
- Contribute to the development of a data management strategy and program of work with direct links to the Data and Analytics strategy and roadmap.
- Ensure Data Management practices RMIT wide are aligned and compliant to RMIT policies and data management procedures.
- Lead the design, development, and implementation of the university's data minimisation program, aligning it with the institution's strategic objectives and regulatory requirements.
- Develop and maintain a data minimisation framework, policies, and guidelines to ensure compliance with data protection regulations (e.g., GDPR, local privacy laws).
- Drive the adoption of data minimisation principles across departments, including identifying areas where data can be reduced, anonymized, or deleted.
- Lead data discovery and mapping exercises to identify the data held across the university, assess its relevance, and determine areas for reduction.
- Perform data retention reviews and audits to ensure that data is being kept for appropriate durations and disposed of when no longer needed.
- Track the progress of the data minimisation program and report on key metrics, including data reduction volumes, risk mitigation, and compliance status.
- Provide regular updates to the senior management team and governance committees on the program's achievements and areas for improvement.
- Embed the Information Governance Policy by developing relevant data governance directives for the University.
- Lead continuous improvement initiatives to refine data management processes and enhance data quality.

Key Selection Criteria

- Minimum of three years leading data governance entities, including data steward communities.
- Proven experience in data governance, data protection, or information management, preferably within a higher education or public sector environment.
- Strong knowledge of data protection regulations (e.g. local privacy laws) and data minimisation principles.
- Demonstrated ability to lead projects and programs involving cross-functional teams.
- Excellent stakeholder management skills with the ability to influence colleagues of all backgrounds, experience and levels of seniority.
- The ability to translate data management theory into actual outcomes.
- Innovative leadership and thinking in information governance capabilities.

Qualifications

Tertiary qualified in a relevant field and/or comparable industry experience

Note: Appointment to this position is subject to passing a Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.

Endorsed:	Signature: Name: Title: Date:	**Approved:**	Signature: Name: Title: Date: