



Position Description	
POSITION TITLE	Data Governance Officer
CAREER STEP	Independent / Specialist
REPORTING RELATIONSHIP	Head of Data Management
TEAM	Data Management
EMPLOYMENT DURATION	2-year contract (renewable)
TYPE OF EMPLOYMENT	Full-time (1 FTE)
DATE	June 2022

The George Institute for Global Health

We are a medical research institute affiliated with leading universities aiming to challenge the status quo in health care. With 700+ people around the world, and projects in over 40 countries, our Strategy 2025 is all about impact – specifically, the impact of The George Institute’s activities on the health of millions of people, particularly those living in disadvantaged circumstances around the world.

Our strategy focuses on three key research priorities:

- Better Treatments: finding better treatments for the world’s biggest health problems
- Better Care: transforming primary health care to support better health for more people
- Healthier Societies: harnessing the power of communities, governments, and markets to improve health

Our innovative commercial enterprises help maximise our impact.

Here is a sample of the things we are doing to achieve our goal of having the greatest possible impact on global health:

- We are identifying better and safer treatments for our biggest killers like stroke, heart disease and high blood pressure
- In many countries, our award winning FoodSwitch smartphone app is helping people make healthy food choices when shopping
- In China, we ran a successful education and awareness program to reduce the amount of salt eaten by people by 25% each day
- In rural India, we have shown that mobile technology can help diagnose mental health, as well as help treat cardiovascular disease, and we’re looking at similar approaches to treating chronic diseases in Indonesia and China
- Together with Aboriginal communities in NSW, Australia, we developed an innovative community led program to assist young Aboriginal drivers attain their license, now implemented in a dozen of locations
- We are developing an affordable dialysis machine, with potential to save millions of lives each year and transform the way kidney disease is treated globally
- And much more...

Context of the Role

TGI is looking to expand its data management team to better support and manage the increased data governance needs across academic research conducted by staff and affiliates.



The Role

The Data Governance Officer is a global role responsible for leading the review and improvement of existing data storage and data sharing governance processes across the Institute. They will lead the development, implementation, and maintenance of the policies, procedures and the technical requirements supporting the data governance framework to allow George Institute research project data to be stored and shared in a consistent and standardised manner compliant with applicable privacy regulations. Appointment to this role may be at a Specialist level, based on the appointee's skills and experience.

Reporting Relationships

The Data Governance Officer will report directly to the Head of Data Management.

Duties and Key Responsibilities

Data Governance

- Together with the Head of Data Management, review and improve existing data governance, storage and sharing processes across the Institute
- Develop and maintain data governance policies, SOPs, work instructions and standards.
- Write, or assist in the preparation of data governance documentation and reports
- Provide training, expertise and guidance on data governance including storage and sharing
- Ensure research data storage and sharing practices comply with the Institute's overall data architectures and data management principles (e.g. data governance, data security, metadata, data standards and quality)
- Coordinate the review and approval process for data sharing requests across all George Institute offices
- Support project teams to meet the regulatory requirements applicable to their projects (shared with Legal, Quality, Regional Offices, and IT)
- Work closely with key organizational stakeholders (e.g. IT, Quality and Legal) to ensure a coordinated approach to research data governance
- In consultation with relevant Institute stakeholders, develop the requirements for a central George Institute research data repository and implement agreed solution
- Work with project teams to ensure key data management information is accurately and completely captured in the Institute-wide project repository in a timely manner
- Ongoing review and adjustment of data governance, storage and sharing processes, standards, as business and regulatory requirements shift
- Ensure data governance tasks are delivered within pre-specified agreed targets and timelines.

As a Team Member:

- Participate in special projects to improve processes, tools, systems, and organisation
- Take responsibility for personal learning and development and for setting achievable and meaningful work objectives and managing personal targets, meeting obligations of The Institute's Performance Management and Development Policy
- Demonstrate commitment to The Institute's organisational values, including performing to an exceptionally high ethical standard and focus on integrity, collaboration, and teamwork in all efforts.



As a Team Manager:

- Ensure direct reports understand and comply with The Institute's Policies and procedures, standard operating practices, ethical practice (with respect to research) and the legislative environment
- Be responsible for managing performance of direct reports, including the completion of plans, and agreeing on work and personal objectives and reviewing such plans and objectives, in accordance with GI's Performance Management and Development Policy
- Act as a role model and ensure the team's commitment to The Institute's values, ensuring direct reports perform to a high ethical standard and focus on integrity, collaboration, and teamwork in all efforts.

Work, Health and Safety

- Comply with Work Health and Safety legislation and operate in accordance with established Work Health and Safety practice and procedures at the Institute
- Promote and contribute to a safe, secure environment for staff and visitors.

Skills, Knowledge and Experience

Essential

- Relevant tertiary qualifications in Information Technology, Data and Information Management or another related field
- Experience with designing and implementing data governance processes and frameworks within an organisation
- Experience with developing and maintaining data storage and sharing policies, SOPs, and work instructions within an organisation
- Experience in applying data and privacy legislation, information security policies and standards to data management, including but not limited to the Privacy Act 1988 (Cth), GDPR, PIPL
- Ability to evaluate and recommend changes to existing processes and procedures for greater effectiveness
- Excellent time management, business analysis and project management skills
- Excellent written and verbal communication skills
- High level problem solving, analytical, and strategic thinking skills
- Excellent interpersonal skills and the ability to work well and flexibly i.e. autonomously, in small teams and with a wide range of varying stakeholders, including senior management
- Ability to see the big picture, whilst still maintaining a focus on detail and implementation
- Ability to be flexible and adaptable in the face of changing organisational priorities and ambiguous environments
- Strong focus on quality of work.

Desirable

- An understanding of data collection and use in clinical research projects
- An understanding of relevant Good Clinical Practice and regulatory guidelines, especially as connected with compliance.