

POSITION DESCRIPTION

Head of Data Management

Date:	8 January 2024	Line Manager:	Chief Technology Officer
Title:	Head of Data Management	Direct Reports:	Nil
Team:	Corporate – Information Technology	Status of Position:	Permanent
Location:	Sydney, NSW	Date Reviewed:	

1 Position Summary

Reporting to the Chief Technology Officer (CTO), the Head of Data Management role is responsible for implementing good data management practices across the Squadron Energy business to ensure we use data in an effective and productive manner, and protect our data from damage, theft, or unauthorised access.

1.1 Key Responsibilities

Data Management

- Develop an enterprise data strategy to ensure good data practices are implemented across the business, including appropriate data governance frameworks and policies.
- Lead all data related activities across the business, including developing data dictionaries and data classifications.
- Work with business leaders to develop a leadership culture that enables data to be managed as an asset and identifies ownership and accountability for data.
- Support business users with developing data solutions and interacting with data.

Data Delivery

- Work with IT staff and technology vendors to build data solutions, including identifying and standardising data architecture, data analytics and reporting tools.
- Ensure data is protected and secure from unauthorised access and appropriate solutions are in place to support this.
- Identify and implement data solutions that support business priorities.
- Participate in business and technology projects as the Data lead, providing advice, guidance, and solutions.

Leadership

- Contribute ideas and role model behaviour that support IT's development into a high performing team.
- Source and induct talent to position IT to deliver for our customers, both internal hires and external vendors.

- Work collaboratively as a member of the IT leadership team. Coach, mentor and develop team members as required.
- Actively contribute to the evolving IT/OT strategy, architecture principles and operating model.

1.2 General Responsibilities

Work health and safety compliance	Comply with all workplace health and safety obligations and report any incidents, hazards, and accidents to the safety team.
Administration	Ensure all documentation is stored and recorded on the Squadron Energy document management system.
Reporting	Ensure that issues and risks are escalated/reported to management in a timely manner.
Financial	Adhere to Squadron Energy and project procedures for purchasing and expenditure in compliance with approved budgets.
Stakeholders	Maintain a professional relationship with all project Stakeholders.
Company	Ensure that all work is carried out in accordance with Squadron Energy's employee policies and standards.

2 Skills and experience

2.1 Experience and knowledge

- 10+ years' experience working in Data Management & Governance with at least 5 years' experience in a team leadership role.
- 5 years' experience of project/program leadership, including experience managing multiple parallel programs or projects.
- Highly passionate about data and the benefits of effective data management to a business.
- Experience and understanding of Data in a renewable energy organisation (desirable).
- Excellent understanding of data warehouses, data analytics and reporting solutions, and big data platforms.
- Experience building strong relationships with internal and external stakeholders.
- Experience building enterprise data strategies and implementing data governance frameworks.
- Proven experience writing reports, briefs and proposals for a broad range of audiences.
- Demonstrated expertise in developing data management strategies and data governance models.

2.2 Skills

- Expertise in leading data related activities across all areas of a business, and demonstrated ability to lift the maturity of people, process and tools.
- Ability to communicate with and influence all levels of the organisation including senior business leaders as well as technical data engineers.
- Strong vendor management and influencing skills.
- Adept at problem solving with ability to communicate complex issues to diverse audiences in an easily understood and actionable manner.

- Highly self-motivated, directed, and change oriented.
- Highly collaborative, able to establish and maintain a high level of customer trust and confidence.
- Ability to work in a flexible, fast moving, and dynamic environment.

2.3 Qualifications

- Bachelor’s degree in business information systems (IS), computer science, electrical engineering, or related field, or equivalent-related IT experience.
- Project Management training, such as PMI, Prince2 or Agile.

3 Core behavioural responsibilities for all employees

Our values drive everything we do and underpin the culture we seek to create. Integration of our ten core values into our employment practices and frameworks allows Squadron Energy to recognise and respect individual employees for their personal contributions to their roles, their colleagues, our company and stakeholders.

<p>Humility</p> <p>Be vulnerable, take risks to trust others.</p>	<p>Courage and Determination</p> <p>NEGU - we never ever give up.</p>	<p>Empowerment</p> <p>Go to your leader for advice, not permission.</p>	<p>Enthusiasm</p> <p>Be the most positive person in the room.</p>
<p>Family</p> <p>Support each other, always be kind.</p>	<p>Frugality</p> <p>Think of ways we can do things better, faster, cheaper, safer.</p>	<p>Generating Ideas</p> <p>Always be on the lookout for breakthroughs.</p>	<p>Integrity</p> <p>Do what you say you’re going to do.</p>
<p>Safety</p> <p>Look out for your mates and yourself.</p>	<p>Stretch Targets</p> <p>Always be uncomfortable with your level of challenge.</p>		

Squadron Energy is an EEO employer and we value diversity within our company.