Position Title:	Data Governance Analyst
Classification:	APS6
Job Reference Numbers:	2301001
Branch/Group:	Project Delivery
Location:	Canberra
Reports to:	Director, Data and Performance Reporting team
Clearance Required:	Police Check

About us:

The Australian Renewable Energy Agency (ARENA) is a corporate Commonwealth entity. ARENA's main objective is to improve the competitiveness of renewable energy technologies and increase the supply of renewable energy in Australia. ARENA was established on 1 July 2012 under the Australian Renewable Energy Agency Act 2011 (the ARENA Act). ARENA supports the Government's Low Emissions Technology Statement in seeking to achieve global emissions reduction through technology innovation and commercialisation to the benefit of Australia.
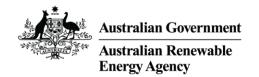
ARENA complements other funding bodies and provides financial assistance to renewable energy (including enabling and hybrid technologies) for research, development, demonstration and deployment projects that improve the competitiveness of renewable energy technologies and increase the supply of renewable energy in Australia. The provision of knowledge sharing forms an important part of ARENA's functions. ARENA operates under its own Act of Parliament, and the ARENA Board and CEO are responsible to the Minister for Energy.

About the Group/Section:

The Project Delivery branch maximises the impact of ARENA's portfolio of renewable energy projects through contract and risk management, performance monitoring, stakeholder engagement and knowledge sharing. There are four sections in the Branch, each led by a Director:

- **Project Solutions** supports round design and contract negotiation for new investments. The team is also responsible for managing high risk projects and major project variations and terminations.

- **Contract Management Services** manages the majority of ARENA's existing investments. The team reports about ARENA projects, manages key stakeholder relationships, monitors project performance and delivers digital solutions to support the work of the Branch.

- **Knowledge Sharing** is accountable for ensuring knowledge, insights and lessons learnt from ARENA activities, are widely shared with the Australian renewable energy sector.

- **Data and Performance Reporting** is responsible for developing and delivering ARENA's data management strategy, which will take ARENA to a future state of well-governed, managed and curated data that is ready for analytics, reporting, evaluation and sharing where applicable.

The role sits within the Data and Performance Reporting team that is accountable for delivering the new data management strategy, data analysis and reporting. The team is also responsible for the performance framework and reporting.

About the Position:

The key roles and responsibilities of the Data Governance Analyst will be:

1. Collaborate closely with the Data Governance Officer to provide input in co-designing the data strategy and data governance framework.
2. Contribute to strategic planning and roadmap development
3. Work collaboratively with cross-functional teams to comprehend and document requirements for data initiatives.
4. Investigate and resolve data-related issues, collaborating with IT support, data analysts, data governance team, and other relevant departments.
5. Maintain the Data Catalogue, handling queries, and engaging with Data Stewards.
6. Implement methodologies for continuous improvement in data quality and integrity.
7. Support various administrative, technical, and training needs aimed at enhancing overall data maturity within ARENA.
8. Act as a key participant in data governance committee meetings, contributing expert insights to ensure comprehensive and consistent data governance practices. Collaborate closely with stakeholders from diverse departments to drive effective governance. Conduct gap analysis and refinement of data policies and procedures in collaboration with the Data Governance Officer, ensuring alignment with industry best practices and regulatory requirement
9. Collaborate with the Data Governance Officer to develop and deliver training programs for data stewards, data custodians, and other stakeholders involved in data management, promoting a culture of continuous learning and skill enhancement.
10. Contribute to ad-hoc team support activities and initiatives as required.

Key skills and qualifications

- Demonstrated data governance experience and experience working in Government.
- Demonstrated flexibility and adaptability to changing priorities, as well as the ability to work in a dynamic and evolving environment.
- Excellent verbal and written communication skills, including the ability to convey complex technical information to non-technical stakeholders.
- Strong analytical and reporting skills and ability to analyse information and data from a range of sources to identify gaps and suggest improvements.
- Demonstrated relationship, influencing and all-round communication skills

Desirable Skills:
- Familiar with Grants Management and associated data.