



Dogs Trust Ireland – Data Governance (1 Year Fixed Term Contract)

Job Title:	Data Governance Manager
Reporting to:	Senior Lead - Portfolio and Strategic Review
Responsible for:	No internal direct reports; external DPO relationship
Location:	Dublin office with hybrid working

Job Purpose

Responsible for leading and embedding an effective data governance framework across Dogs Trust Ireland, ensuring that organisational data is appropriately owned, understood, accurate, secure, consistent and managed throughout its lifecycle. The role will establish and maintain policies, standards and governance arrangements covering data ownership and stewardship, data quality, information management, data protection, responsible use of data and AI, retention, metadata and reporting standards.

Working collaboratively with business teams, IT and colleagues across the Dogs Trust group, the post holder will promote clear accountability for data, support compliance with applicable Irish and EU data protection requirements and enable trusted data to be used effectively for operational, strategic and evidence-based decision-making. The role will provide governance oversight and assurance while working with accountable business and technical owners to ensure policies and standards are implemented effectively.

Key areas of accountability

Lead the development, implementation and ongoing improvement of Dogs Trust Ireland's data governance framework and support the delivery and evolution of the organisation's data strategy.

Oversee the successful implementation and adoption of new data technologies, tools and methodologies to improve insights and reporting capabilities.

Ensure that Dogs Trust Ireland remains up to date with the latest trends, tools and best practices in data governance including consideration of AI.

Ensure that all policies, frameworks and guidelines for data governance and management and ensure they all comply with legislation, best practice and GDPR.

Resolve any conflicts over data definitions and ensure there is the appropriate balance between data gathering, data subject rights, and customer experience to meet the needs of the organisation.

Create, implement and manage data structures, data framework models and Sharepoint, ensuring all meet best practice guidance.

Provide strategic oversight on data privacy and protection, mitigating risks associated with sensitive donor, customer, volunteer and staff data.

Work with IT, information security, and business stakeholders to ensure that appropriate data governance and information-handling requirements support the organisation's security and privacy objectives. Ensure that all internal stakeholders are educated and trained on the importance of data security and safeguarding of confidential information.
Lead, design and implement data quality frameworks to ensure that data is accurate, reliable and fit for purpose across all functions and enhance the accuracy and completeness of data used across the charity through driving continuous improvement initiatives. Monitor data quality metrics, reporting on any discrepancies or issues for resolution.
Manage a comprehensive set of KPIs and the frameworks that support them, developing them as required that align with the organisation's strategic goals and objectives. Ensure data insights are easily accessible, clear and actionable for senior management and key stakeholders through the ongoing development of data dashboards and reporting tools for performance, outcomes and impact.
Promote preventative approaches to data quality by ensuring that appropriate controls are considered at the point data is captured, integrated, transformed and consumed.
Ensure the effective collection of data and reporting on the impact our front-line services deliver.
Establish governance standards covering the creation, collection, classification, storage, sharing, retention, archiving and disposal of organisational data and information. Work with accountable business and technology teams to ensure that appropriate retention and disposal arrangements are defined and implemented. Support the development and maintenance of appropriate data inventories, business glossaries, data catalogues and related governance artefacts.
Any other reasonable duties.

Person Specification
<i>Essential skills, qualifications, experience, and attributes</i>
Significant practical experience of data governance, data management or information governance within a complex organisation.
Demonstrable experience of developing and embedding data governance frameworks, policies, standards and operating models.
In-depth knowledge and practical understanding of EU GDPR, the Irish Data Protection Act 2018 and relevant Irish data-protection and privacy requirements, together with an understanding of UK data-protection requirements where applicable to wider Dogs Trust group activities.
Proven ability to advise management teams on complex data governance and management challenges and translate them into proportionate, actionable improvement plans.
High level of digital and data literacy, with an understanding of modern data platforms, reporting environments and information-management technologies.
Excellent communication and influencing skills, with an ability to explain complex governance and regulatory requirements clearly to technical and non-technical audiences.
Experience of applying privacy and data-protection principles within projects, technology change and organisational processes.
Commitment to the aims, objectives and values of Dogs Trust Ireland.
<i>Desirable skills, qualifications, experience, and attributes</i>
Relevant professional qualification or certification in data governance, data management, information governance or data protection such as DAMA Certified Data Management Professional (CDMP), or equivalent. • Experience implementing Data Owner and Data Steward operating models. • Experience of data cataloguing, metadata management, data quality or governance tooling. • Experience working across organisational or international boundaries, particularly where UK and EU/Irish data requirements intersect. • Understanding of emerging governance considerations relating to AI and advanced analytics.
Experience working within the charity, not-for-profit or similarly mission-driven sector.
Our values and behaviours

The culture at Dogs Trust Ireland is based on our values and behaviours which underpin everything that we do.

We dream big

Thinking boldly – We channel our passion and commitment to be open to new ideas and possibilities, and to be brave enough to generate and try out new ways of working.

Embracing change – We have the courage, imagination and flexibility to focus on what really matters and adapt as needed to turn our dreams into reality.

We're on the ball

Staying curious – We pay attention to what's going on around us and remain open-minded. We learn from others and consider different angles and perspectives.

Focusing on impact – We are passionate about the difference we make. We use our knowledge and experience to plan our work, solve problems effectively and achieve what we set out to do.

We make things happen

Being proactive – We have a positive, can-do attitude. We actively build strong relationships with others to solve problems and create opportunities.

Working together – We are collaborative and inclusive. We create relationships based on kindness, trust and respect to bring out the best in ourselves and others.

Additional information

This is a hybrid working role. Post holder will be required to travel to Head office located within the Dublin centre, as well as other locations around Ireland for various meetings, so a full Irish driving licence with access to own transport is essential.