# JOB DESCRIPTION

**TITLE:** Data Governance Manager  
**DIVISION / TEAM:** Global Impact Unit  
**REPORTS TO:** Head of Information & Knowledge

## OVERVIEW

Fairtrade is an alternative approach to conventional trade and is based on a partnership between producers and consumers. Fairtrade offers producers a better deal and improved terms of trade. This allows them the opportunity to improve their lives and plan for their future. Fairtrade offers consumers a powerful way to reduce poverty through their everyday shopping.

Fairtrade International is the international non-profit, multi stakeholder body that is responsible for the strategic direction of Fairtrade, sets Fairtrade standards and supports producers.

This is a new position in a newly created Global Impact unit to ensure that Fairtrade International makes the most of its information and knowledge management assets to deliver value and impact. The Data Governance role is to strategically manage and administer data and information across the system, while ensuring high levels of data quality, integrity, availability, accuracy, completeness, consistency and privacy. The Data Governance Manager is also responsible for standardizing data naming, establishing consistent data definitions, monitoring / auditing the data quality and executing cleansing and policy agreements with different stakeholders in the system.

Information and knowledge management in Fairtrade International will undergo major change over the next three to five years with the implementation of a digital data and information strategy (DDI) aimed at embedding information and knowledge management in the business and developing the digital capability of the business to manage its information appropriately, to mitigate information risks, to collaborate and share knowledge effectively, and to maximize the value of its information assets.

## PRINCIPAL ROLES AND RESPONSIBILITIES

Reporting to Head and Information & Knowledge, the Data Governance Manager role will be accountable for:

- Create, approve and enforce data policies and standards as part of the coordination of the Global Data Governance Group (GDGG)
- Develop a roadmap for leveraging the work of the GDGG to scale up to a wider data governance body
- Gather data and information to build and maintain an inventory of system wide data sources and systems
- Serve as liaison between business and functional areas and technology to ensure standards and policies are clearly defined, communicated and well understood and considered as part of operational prioritization and planning
- Define indicators of performance and quality metrics and ensure compliance with data and information related policies and standards
- Be the "Gate Keeper" in maintaining consistency, uniformity and accuracy of all data and information assets in the organization in close coordination with the Portfolio Demand Manager
- Continuously improve Global Data Governance policies to address both identified and potential future organizational requirements
- Ensure that the organization meets its responsibilities for Data Protection; any legislative requirements at local and European levels; and other voluntary standards
SKILLS REQUIRED:

Professional Skills and Personal Qualities:

- Bachelor’s or Master’s degree in Information Technology, Information Management or Business Administration related education
- Minimum of 5 years of working experience in data governance and data quality processes in a data warehousing, ETL and business intelligence environment
- In-depth data analysis experience to inspect, clean, understand and transform data
- Demonstrated experience in data governance practices, business and technology issues related to management of enterprise data and information assets and approaches related to data protection and data related government regulatory requirements and emerging trends and issues
- Familiar with Agile / Scrum approaches
- Ability to be flexible in a complex and dynamic work environment and facilitate group discussions / debates
- Effectiveness in building trust, respect and cooperation among teams
- Creative problem-solving and customer care service- and goal-oriented style
- Excellent communication skills and ability to present technical matters in a comprehensible way to non-technical audiences including leadership, colleagues and customers
- Team player with excellent interpersonal skills working in an intercultural working environment
- Excellent Business English written and spoken

TERMS AND CONDITIONS

- This is a full-time position within Fairtrade International.
- Location is at Fairtrade International offices in Bonn, Germany
- The office language is English
- An initial one-year contract is offered. It is envisaged that the contract will be renewable, subject to positive evaluation
- Salary is as per the Collective Bargaining Agreement for the Wholesale and Foreign Trade Industries for North Rhine Westphalia and Fairtrade International Company Agreement on wages and salaries Group 6a (4,452.28- Euros gross per month) plus an attractive benefit package.
- 30 days of holidays per year

APPLICATIONS:

- Please consult www.fairtrade.net for more information on Fairtrade International and the Fairtrade system
- Please apply by email only, in English, with Curriculum Vitae and motivation letter to applications@fairtrade.net citing “Data Governance Manager” in the subject line
- Deadline for applications is 31st July 2020
- By sending the application documents you voluntarily consent to Fairtrade International to use and process your personal data for the purpose of this application procedure.
- You can revoke your consent at any time via email to applications@fairtrade.net
- As part of the application procedure, we collect and process your data in accordance with the data protection declaration for application procedures which can be found below.

Please note that Fairtrade International is strict on compliance with the required qualification criteria mentioned above, and only those candidates selected for interviews will be contacted.