

New

Ministry

Transportation and Economic Corridors

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Data Governance Analyst

Requested Class

Program Services 4

Job Focus

Corporate Services

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Transportation and Economic Corridors (TEC) is a centre of excellence for transportation in North America. We contribute to Alberta's prosperity and quality of life by supporting a safe, innovative, and sustainable provincial transportation system. TEC values career development, collaboration, and work-life balance, and provides opportunities for growth within a complex, data-rich environment.

The Enterprise Data and Analytics (EDA) unit establishes trusted, well-governed data foundations and delivers modern analytics products and platforms. It transforms TSS data into actionable, predictive, and insight-driven intelligence to support decision-making, service delivery, regulatory oversight, and compliance.

The Data Management and Governance team helps in establishing a consistent, enterprise approach to managing data as a strategic asset to support the divisional initiatives and on-going program operations. The team also helps ensure that data is trusted, well-defined, and ready to support service delivery, decision-making, and regulatory obligations.

As a Data Governance Analyst, you will establish and operationalize clear, consistent data governance practices across traffic safety systems and programs. You will ensure that data ownership, stewardship, and standards are clearly defined and applied, enabling data to be managed as a strategic asset. By overseeing

data access, sharing, and compliance with legislative and policy requirements, you will mitigate risk and promote the responsible, secure use of sensitive information. You will also embed governance requirements early in modernization and analytics initiatives, ensuring solutions are scalable, compliant, and aligned with enterprise standards. Ultimately, you will enable trusted, high-quality data to support reporting, policy development, and evidence-based decision-making, while advancing governance maturity across the traffic safety data ecosystem.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1) Develop and implement data governance frameworks and practices.

- Develop, implement, and maintain data governance frameworks, standards, and operating models for traffic safety data.
- Establish and clarify data ownership, stewardship, and accountability roles across programs and systems.
- Leverage appropriate data governance and information management tools to support metadata management, data classification, lineage visibility, and stewardship workflows.
- Identify governance gaps and recommend improvements to support modernization and enterprise alignment.
- Support the establishment of formal data governance structures (e.g., Data Governance Council and stewardship working groups) and act as a secretariat for these forums with the goal of aligning data practices across branches and ministries.

2) Provide governance and quality oversight for data access, sharing, and compliance.

- Oversee governance components of data access requests, data sharing agreements, and information-sharing arrangements.
- Ensure alignment with the *Access to Information Act (ATIA)*, *Protection of Privacy Act (POPA)*, *Alberta Motor Vehicle Industry Registry (AMVIR)* requirements, and related privacy, security, and information management obligations.
- Lead or support governance artifacts such as data inventories, definitions, classifications, and impact assessments.
- Provide advice on governance risk, appropriate use, and compliance considerations.
- Collaborate with legal, privacy, and information management partners as required.

3) Provide consultative governance guidance to support MVM and other modernization and analytics initiatives.

- Work closely with analytics team, business, and modernization teams to ensure governance requirements are embedded early in initiatives.
- Assess proposed projects for governance requirements and provide recommendations to mitigate risk.
- Support proofs of concept and pilot initiatives by defining governance guardrails.

- Enable responsible use of emerging technologies by translating governance requirements into practical operational guidance.
- Ensure governance practices scale appropriately as systems and integrations evolve.

4) Support strategic policy and program development through trusted, well-governed data.

- Ensure governance practices enable reliable reporting and evidence-based decision-making.
- Provide advice to senior leaders on governance risks, opportunities, and impacts on policy and programs.
- Monitor emerging governance trends and recommend improvements to strengthen the traffic safety data ecosystem.

Problem Solving

Typical problems solved:

This position addresses complex and often ambiguous data governance challenges across multiple systems, programs, and stakeholders. Problems typically involve balancing accessibility with compliance, enabling modernization while managing risk, and resolving issues that affect analytics, reporting, and policy decisions. Solutions frequently require applying governance frameworks and enterprise governance capabilities in a coordinated and consultative manner.

Types of guidance available for problem solving:

Expected to research, assess options, and work collaboratively across their network to resolve issues. Guidance is available through GoA legislation, policies, and standards; divisional and ministry leadership; peer managers; and subject matter experts. Overall direction is provided by the Manager of Data Management & Governance.

Direct or indirect impacts of decisions:

Decisions made by this role directly impact the reliability, usability, and compliance of traffic safety data. Strong governance practices enable analytics, reporting, and modernization initiatives, while weaknesses can introduce risk, reduce trust in data, and affect policy and program outcomes across the division and broader GoA.

Key Relationships

Major stakeholders and purpose of interactions:

Internal stakeholders:

- Manager, Data Management & Governance - to receive direction on strategies and plans, provide updates on status of projects, risk mitigation or unresolved issues.
- Managers and other staff across the division - collaboration on governance implementation and quality improvement.
- Other ministries - coordination on data sharing, standards, and governance alignment.

External stakeholders:

- Other levels of government - support data sharing and governance alignment.
- Vendors and partners - ensure governance and quality expectations are met in system and service delivery.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Business	Other	

If other, specify:

Information Management, Computer Science, Business, Science, Public Administration

Job-specific experience, technical competencies, certification and/or training:

Four (4) years of progressively responsible related experience; or equivalent as stated below.

Equivalency:

Directly related education or experience may be considered on the basis of:

1 year of education for 1 year of experience; or

1 year of experience for 1 year of education.

Knowledge

- Demonstrated experience developing and implementing data governance frameworks, including data ownership, stewardship models, standards, and accountabilities.
- Knowledge of data lifecycle management, including retention, disposition, and defensible data management practices.
- Experience supporting data access, sharing, and compliance activities, including data sharing agreements and governance artifacts.
- Understanding of legislative and policy requirements related to information and data, including the *Access to Information Act (ATIA)*, *Protection of Privacy Act (POPA)*, *Alberta Motor Vehicle Industry Registry (AMVIR)*.
- Experience working collaboratively with analytics, program, IT, legal, privacy, and information management partners to embed governance and quality requirements into initiatives.
- Familiarity with public-sector policy processes and decision-making environments.

Technical competencies

- Strong knowledge of data governance principles, standards, and leading practices.
- Experience leveraging data governance and information management tools to support metadata management, data classification, lineage visibility, and stewardship workflows.
- Understanding of data architectures, source systems, and downstream data consumption sufficient to assess governance impacts.
- Ability to assess risk, compliance, and appropriateness of data use in diverse operational contexts.
- Strong analytical, evaluative, and synthesis skills to translate governance requirements into practical guidance.

Skills

- Excellent written and verbal communication skills, with the ability to explain governance concepts to technical and non-technical audiences.
- Strong consultation, facilitation, and relationship-building skills across organizational boundaries.
- Sound professional judgment and decision-making skills in ambiguous and evolving environments.
- Ability to work independently and collaboratively in a fast-paced, modernization-driven

environment.

Assets

- Minimum 3 years of experience in data governance with supporting experience in data management, business intelligence or data analysis
- Strong expertise in designing and implementing data governance frameworks, policies, and standards.
- Experience in data privacy, data security, and regulations
- Certifications in data management or governance (e.g., CDMP, DGSP, DAMA, DMBOK or equivalent)
- Experience with data quality and metadata standards to support data discovery, lineage tracking and improve data quality.
- Familiarity with data governance/cataloging tools, data modeling and databases

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Agility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Proactively incorporates change into processes:</p> <ul style="list-style-type: none"> • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices 	Anticipate, assess, and readily adapt to changing priorities, and work effectively in a changing environment.
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Integrates broader context into planning:</p> <ul style="list-style-type: none"> • Plans for how current situation is affected by broader trends • Integrates issues, political environment and risks when considering possible actions • Supports organization vision and goals through strategy 	Considers the inter-relationships among different aspects of an approach and considers emerging trends when contributing ideas to the development of broader priorities, strategies, and approaches.

		<ul style="list-style-type: none"> • Addresses behaviours that challenge progress 	
Creative Problem Solving	○ ○ ● ○ ○	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	Demonstrates the ability to analyze complex challenges, apply critical thinking, and develop innovative, data-driven solutions while collaborating effectively across teams to ensure compliance and transparency.
Develop Networks	○ ○ ○ ● ○	<p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented <ul style="list-style-type: none"> • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	Builds relationships by following through on commitments, demonstrating integrity, respect for others, and taking an interest in their work-related issues and activities.
Drive for Results	○ ● ○ ○ ○	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	Ensures delivery of high-quality data and estimates.

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)