

# DAIRYNZ Position Description

## Governance & Platform Enablement Lead - Data

### Position

**Position Title:** Governance & Platform Enablement Lead - Data

**Reports to:** Enterprise Architect

**Direct Report:** Nil

**Career Level:** Specialist

**Budget:** Nil

**Revenue:** Nil

**Management Position:** No

**Delegated Authority:** Nil

### Purpose of DairyNZ

Our Purpose: *Deliver a positive future for New Zealand dairy farming.*

Our Vision: *To make the levy the best investment of every New Zealand dairy farmer.*

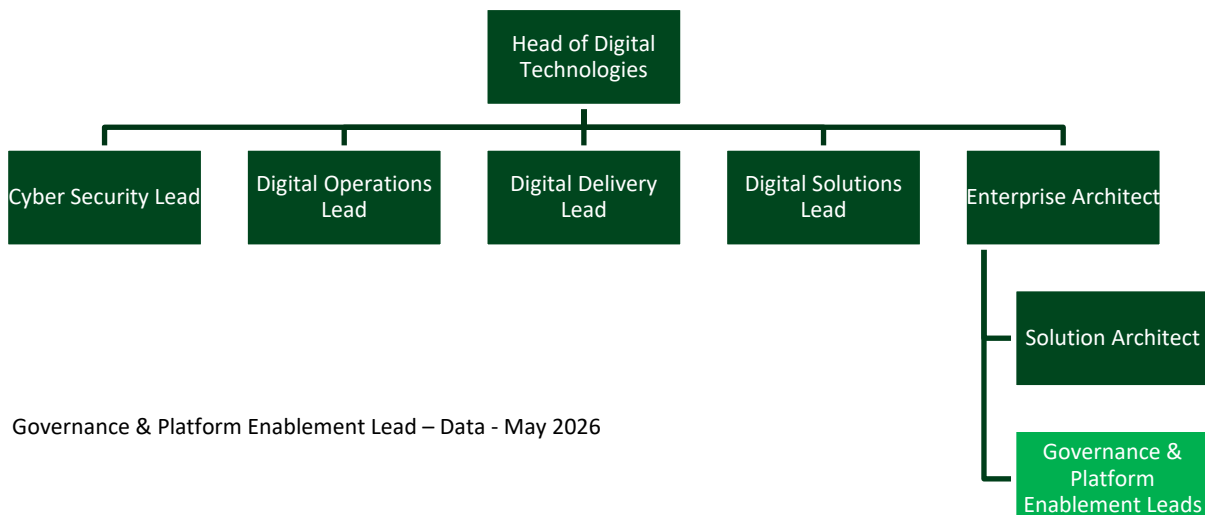
That’s why we exist for farmers, working alongside them and others to leverage our collective strength and create purposeful change.

### Purpose of the position

The Governance & Platform Enablement Lead – Data, is responsible for leading the defining, operationalizing, and embedding governance frameworks, standards, and ways of working that ensure the organisation’s data platforms are used safely, consistently, and effectively. The role is not responsible for the operation of the platform itself, instead configures and sets up the guardrails, enablement, and governance mechanisms that allow the data platform owners, delivery teams, and domains to move quickly while managing risk, quality, and trust.

This role acts as the bridge between strategy, governance, delivery, and day-to-day platform use. The role is required to physically implement the standards, settings and contracts on the platforms they lead, therefore are required to be confident working on the technology platforms. The role will act as a coach and mentor for the teams that deliver solutions on the platforms and maintain them.

### Team organisation chart



## Key position deliverables

Key deliverables of the role to be reflected in the Performance Agreement and Individual Performance Targets.

<b>Key Performance Requirement:</b>	<b>Key Indicators:</b>
Governance Framework Definition & Adoption	<ul style="list-style-type: none"> <li>• Define the governance framework scope for the data platforms including what is governed, who is accountable, and how decisions are made.</li> <li>• Identify and document all required governance artefacts and maintain an inventory/backlog (standards, principles, policies, procedures/guidance, decision rights, role descriptions, and templates).</li> <li>• Define, document, and socialise decision rights (who decides what, when, and at what level), including escalation and exception pathways.</li> <li>• Configure approved standards, policies, and decision points in the approved tools (e.g., registers, catalogues, workflows, templates, checklists) so governance happens “in the flow of work”.</li> <li>• Obtain formal endorsement/approval of the framework and artefacts for the platforms (including versioning and publication to the agreed repository/tooling).</li> <li>• Embed governance artefacts into delivery, intake, and assurance processes (e.g., intake forms, Definition of Done, design reviews, release gates, risk/assurance checkpoints).</li> <li>• Change and adoption management for the use of the data platforms and data products (briefings, guidance, onboarding material) so domain stakeholders know what to use and when.</li> <li>• Establish and run a regular review cadence for the framework and artefacts (e.g., quarterly/biannual), including review owners and triggers (incidents, audit findings, platform changes).</li> <li>• Update standards/policies and tool configuration to reflect evolving practices, delivery learnings, and emerging risks (privacy, security, ethics, quality, regulatory, operational).</li> <li>• Monitor adoption and effectiveness (e.g., usage metrics, compliance/exception trends, assurance outcomes) and drive remediation where governance is not being followed.</li> </ul>

<p>Operating Model Enablement &amp; Execution</p>	<ul style="list-style-type: none"> <li>• Define, document, and publish role accountabilities for Owner, Steward, Custodian, and Product Manager (including responsibilities, decision rights, required inputs/outputs, and time commitments).</li> <li>• Work with leaders to identify and assign named individuals into each required governance role for the domain and maintain the role/ownership register as changes occur.</li> <li>• Ensure role-holders understand expectations by onboarding them (briefings, job aids, playbooks) and confirming “who does what” is understood across governance, platform, delivery, and business teams.</li> <li>• Provide coaching on the data product tooling to ensure Stewards are comfortable using and managing their product information in the product catalogue.</li> <li>• Define and operate escalation paths (including triggers, timeframes, and escalation owners) so delivery teams can resolve governance decisions quickly when blocked.</li> <li>• Design and implement assurance checkpoints that are proportionate to risk (what is checked, by whom, when, and required evidence) and ensure they are consistently used.</li> <li>• Embed governance activities into the delivery lifecycle (intake, discovery, design, build, test, release, operate) by updating templates, gates, and Definition of Done so governance is not applied retrospectively.</li> <li>• Operationalise an exception/waiver process (risk acceptance, conditions, time-bound approvals, and remediation plans) so teams can move fast while remaining accountable.</li> <li>• Track and report whether the operating model is functioning (attendance/cadence adherence, decision turnaround time, escalations, assurance completion rates) and address gaps where governance is slowing delivery unnecessarily.</li> <li>• Continuously improve the operating model based on feedback and delivery learnings, streamline the technology configuration, simplifying steps, reducing bottlenecks, and increasing self-service where appropriate.</li> </ul>
<p>Platform configuration and leadership</p>	<ul style="list-style-type: none"> <li>• Translate approved governance standards, policies, and decision rights into platform configuration (settings, templates, forms, workflows, permissions, labels, retention/lifecycle rules, and guardrails) data platforms.</li> <li>• Configure and maintain core governance tooling (e.g., registers, catalogues, inventories) so governed assets can be discovered, understood, and owned.</li> <li>• Implement intake and approval workflows that route requests to the right decision-maker (Owner/Steward/Custodian/Product Manager), with clear statuses, SLAs, and evidence capture.</li> <li>• Build and maintain lifecycle tracking for governed assets</li> </ul>

	<p>(create/change/retire), including versioning, review dates, and renewal/expiry triggers.</p> <ul style="list-style-type: none"> <li>• Document a full data product lifecycle and coach teams on how to follow the processes required to create a data product.</li> <li>• Implement access and entitlement patterns (role-based access, request/approval flows, least-privilege baselines) aligned to the operating model and decision rights.</li> <li>• Partner with platform owners/admins to implement changes safely, the role will work closely with the data team to ensure that any configuration does not impact the current data environment.</li> <li>• Maintain a configuration backlog of governance tool enhancements and workflow improvements, prioritised by risk reduction, delivery friction, and adoption impact.</li> <li>• Monitor tool usage and workflow performance (adoption, cycle time, drop-offs, exception volume/ageing) and tune configuration to reduce manual workarounds.</li> <li>• Maintain tool documentation and “how-to” guidance (process maps, screenshots, FAQs) so teams can self-serve and apply governance consistently.</li> <li>• Coordinate with Risk/Privacy/Security stakeholders to ensure required controls are implemented in platform settings and that evidence can be produced for assurance when needed.</li> </ul>
How We Work	<ul style="list-style-type: none"> <li>• Support and role-model DairyNZ values and principles: Connected, Curiosity, Courage and Credibility.</li> <li>• Understand and adhere to company policies and guidelines.</li> <li>• Actively support and encourage continuous improvement to drive our organisation forward.</li> <li>• Strive to provide a safe and healthy workplace</li> <li>• Role model industry safe working practices</li> <li>• Take appropriate action to ensure correction of any condition or practice, which may cause harm to yourself, others or the environment.</li> <li>• Actively promote DairyNZ Health, Safety &amp; Wellbeing Policies and procedures.</li> <li>• Support and encourage employee participation and consultation in all aspects of Health, Safety and Wellbeing management.</li> <li>• Comply with legislative requirements and relevant standards.</li> <li>• Role-model a collaborative partnering approach that supports others to succeed and contributes to a one DairyNZ culture.</li> </ul>

## Key relationships

<b>Internal</b>	<b>External</b>
Domain Stewards and Custodians	External Delivery Partners & Consultant
Legal, Risk & Privacy Teams	Sector, Research & Information Sharing Partners
Product Manager	Technology & Platform Vendors
Portfolio office	Regulators and Assurance Bodies (as required)
Digital, Data & AI and Data Science Delivery Teams	
Change, Comms & Capability Teams	

### Qualifications and experience

<b>Essential</b>	<b>Preferred</b>
Tertiary or higher qualification in Information and Communications Technology.	Experience implementing and/or managing technical governance processes.
Minimum of 5 years' experience as data designer or engineer or data architect specialist.	Worked in a data product management environment
Strong communication skills – written and verbal and technical writing skills.	Technical skills required: <ul style="list-style-type: none"> <li>• Microsoft Purview</li> <li>• Snowflake</li> <li>• Any other modern data platforms</li> </ul>
Ability to work independently and/or as part of a team.	
Demonstrated experience leveraging AI to drive efficiency gains	
Ability to provide coaching and support to business stakeholders and members of Digital team.	
Experience in managing relationships and expectations across a range of roles, with the ability to influence outcomes and work effectively across technical and non-technical audiences.	

### Job specific & technical competencies

<b>Category</b>	<b>Descriptor/Evidence</b>
Workflow	Can structure governance and technical processes into logical workflows that can be readily interpreted and followed by other team members and internal customers.
Technical Learning	Picks up on new technologies quickly; can learn new skills and knowledge; is good at learning new industry, company, product, or technical knowledge.
Communication	Can write clearly and succinctly in a variety of communication settings and styles; can get messages across that have the desired effect; adapts

	communication style to support engagement, understanding, and collaboration.
Time Management	Uses time effectively and efficiently; values time; concentrates efforts on more important priorities; gets more done in less time than others; can attend to a broader range of activities.
Planning	Actively plans to deliver tasks and project activity to milestones/deadlines, anticipates and adjusts for problems and roadblocks.
Learning on the Fly	Learns quickly when facing new problems; a relentless and versatile learner; open to change; analyses both successes and failures for clues to improvement; experiments and will try anything to find solutions; enjoys the challenge of unfamiliar tasks; quickly grasps the essence and the underlying structure of anything.
I.T Literacy	Capable of utilising all of MS Office suite to develop and deliver documentation and reporting of the required standard at a governance leadership level.

### Career level competencies – Specialist

Competency	Descriptor/Evidence
PROBLEM SOLVING	Uses rigorous logic and methods to solve difficult problems in line with stated policies, principals, standards and governance guardrails; probes all fruitful sources for answers; can see hidden challenges and risks; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
INTELLECTUAL HORSEPOWER	Is bright and intelligent; deals with concepts and complexity comfortably; described as intellectually sharp, capable and agile.
INTERPERSONAL SAVVY	Relates well to all kinds of people – up, down and sideways, inside and outside the organisation; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably.
TIMELY DECISION MAKING	Makes decisions in a timely manner, sometimes with incomplete information under tight deadlines and pressure; able to make a quick decision.