

Job Description

POSITION TITLE	Standards and Governance Lead	Direct Reports	# 0
REPORTS TO:	ICT Strategy & Planning Manager	Indirect Reports:	# 0
UNIT/BRANCH/DIVISION	CIO	Date approved:	##/##/####

Function

This position resides in the CIO Division of Company X and report directly to the ICT Strategy & Planning Manager. The ICT Strategy and Planning function is primarily responsible for architecture, DR planning, and ICT standards and governance. The function consists of the following key technical groups.

1. Enterprise Architects
2. Technology Architects
3. DR/BCP Specialists
4. Governance and Standards specialists

Role Description

The role of the Standards & Governance Lead is to coordinate the development and implementation of a standards & governance practice throughout Company X. They would focus on embedding the key disciplines of standards development & administration, governance process maintenance, audit and compliance as well as individual performance management and risk management.

The position coordinates the direction of the local Governance Officers and managers to ensure consistency and alignment of effort across Company X.

The position also coordinates the development and delivery of professional training events covering the key disciplines (outline above) to managerial staff to assist in the development of professional work practices and cultures.

Key Accountabilities

- Responsible for the development, approval and maintenance of Company X ICT standards and governance policies and processes.
- Leads and coordinate the collective direction of Standards & Governance Officers and managers to embed professional practices and work cultures with respect to standards development & administration, governance process maintenance, compliance and audit practices as well as individual performance management and risk management standards.
- Ensure that Standards & Governance officers are aligned in their respective activities by coordinating regular meetings to discuss differences, issues, key themes, emergent trends, common problems and to set common goals and targets.
- Organize & provide a consultancy service to managers concerning ICT standards & governance.
- Assist managers of the Company X operational group by assisting the alignment of the Standards & Governance team's efforts with Company X strategic directions.
- Establish and maintain continuous improvement processes to embed professionalism across the Company X Standards and Governance capability.
- Contribute to the development of a culture of professionalism by remaining abreast of relevant policies, trends, themes and standards impacting Company X.
- Ensure that the Executive are kept abreast of emergent themes and needs concerning standards & governance at the operational level by reporting regularly to the relevant operational managers.
- Contribute to the strategic direction of Company X by participating in planning activities and by developing and reporting against key performance indicators.
- Responsibly manage assigned resources.
- Complete projects and duties as directed