

# KINGSLEY NAPLEY

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## Job Description

<b>Title:</b>	Data Management & Governance Specialist (12-Month FTC)
<b>Hours:</b>	9.30 am to 5.30 pm, and as required, flexible applications considered
<b>Working week:</b>	Monday to Friday
<b>Responsible to:</b>	Head of Data
<b>Purpose of job:</b>	<p>The Data Management &amp; Governance Specialist's role is to strengthen the firm's ability to manage, protect, and utilise its data effectively. The role focuses on building sustainable, firm wide data management foundations that improve data quality, reliability, discoverability, and consistency. It will also provide flexible operational support to the Data Protection Officer on time-sensitive data protection activities including DPIAs, DSARs, breaches, and updates to the Record of Processing Activities (ROPA).</p> <p>The role sits within the Data function, reporting to the Head of Data, while operating as a supporting resource for the Chief Legal Officer (as Data Protection Officer).</p>

### Main duties and responsibilities will include:

#### Data Governance

- Develop and operationalise lightweight, practical data governance processes across priority domains.
- Maintain the firm's data catalogue, metadata, classifications, and business glossary.
- Work with Data Engineering to align datasets with governance expectations such as naming conventions, lineage, and sensitivity classifications.
- Support the rollout and configuration of a Data Catalogue or equivalent.
- Establish and coordinate stewardship roles with business teams.
- Provide clear, accessible documentation to help colleagues understand and trust the firm's data.

#### Data Quality

- Define and introduce data quality rules in collaboration with data owners and SMEs.
- Support issue identification, root-cause analysis, and remediation planning.
- Track and report data quality trends with visibility to senior stakeholders.
- Champion improvements in data capture, structure, and lifecycle.

#### Data Protection Officer Support (As needed)

- Assist with DPIAs, including data discovery, mapping, flow clarification, and risk identification.
- Support DSAR processing by locating, extracting, and validating data, including creating greater cataloging and automation to reduce manual retrieval efforts.
- Support updates to ROPA entries to ensure accuracy of systems, purposes, and processors.
- Assist in incident or breach data scoping and preparation of evidence for DPO assessment.

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## **Stakeholder Engagement & Culture Building**

- Build strong working relationships across Business Services, Practice Groups, Information Security, Compliance and Legal.
- Translate governance concepts into simple, accessible guidance.
- Facilitate discussions to understand challenges, pain points, and process improvements.
- Deliver engaging, light-touch education and awareness sessions to support adoption of good data practices.

## **Continuous Improvement**

- Identify opportunities to streamline reporting and reduce data duplication.
- Continuously evolve governance practices as the firm's data capabilities mature.
- Ensure governance supports platform and BI initiatives through close collaboration with the Data & Development team.

Every effort has been made to ensure that this is a full description of the tasks and responsibilities of this role. However, it is not an exhaustive list. The job description may be changed or developed at any time to reflect changes as required. However, material changes will not be made without full consultation with the post-holder.

Kingsley Napley are committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will be considered for employment regardless of race, age, disability, gender identity, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity and religion.

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## Person Specification

Job Title: Data Management & Governance Specialist

	<b><u>Essential</u></b>
<b>Knowledge and Technical Ability:</b>	<ul style="list-style-type: none"> <li>• Experience in data governance, data management, data quality, or related areas.</li> <li>• Demonstrates a strong understanding of DAMA-aligned data management principles, including data quality, metadata management, data lineage, data ownership, stewardship, and data classification, with the ability to apply these in practice.</li> <li>• Proven pragmatic and value-driven approach to governance work.</li> <li>• Able to operate effectively in a new and evolving function, demonstrating flexibility and adaptability.</li> <li>• Experience using Microsoft Purview or similar data governance, cataloguing, or metadata management tools (e.g. Collibra, Alation).</li> <li>• Excellent project planning and management skills, data analysis, and reporting skills</li> <li>• Strong attention to detail and commitment to data quality and accuracy</li> <li>• Takes responsibility for their own work and is able to handle multiple tasks simultaneously and prioritise accordingly</li> <li>• Able to use initiative and progress projects independently</li> <li>• Effective organisational skills and time management, delivering work in line with deadlines with excellent attention to detail</li> <li>• Continually develops their own knowledge and skills to meet the demands of the role by keeping up with best practice</li> </ul>
<b>Client Care:</b>	<ul style="list-style-type: none"> <li>• Ability to quickly establish effective working relationships and influence across the firm, but in particular with key stakeholders</li> <li>• Ability to work independently and collaboratively on well-defined tasks, with guidance and support</li> <li>• Actively listens to understand; questions and challenges ideas appropriately</li> <li>• Willing and able to collaborate with both technical and non-technical stakeholders by conveying ideas, facts and opinions in clear and understandable terms</li> <li>• Diplomatic and able to give constructive feedback to stakeholders</li> </ul>
<b>Firm Wide Skills:</b>	<ul style="list-style-type: none"> <li>• Understanding the business environment in which the firm operates and considering the commercial and wider performance implications of decisions and actions</li> <li>• Highly proficient in Microsoft Office, particularly Word, Excel and PowerPoint</li> <li>• An awareness of the importance of client confidentiality, information security and data protection</li> <li>• Commercial acumen and a proactive, innovative, learning orientated mindset</li> <li>• Promotes the sharing of best practice and knowledge across the firm</li> </ul>
<b>Attributes:</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate behaviour in keeping with the Firm's core values of Teamwork and Respect, Integrity and Fairness, Commitment and Understanding</li> <li>• A team player with a flexible approach and a willingness to work with others in the team and across the firm as needed</li> <li>• Encourages an open culture of feedback and improvement</li> <li>• Demonstrates a 'completer/ finisher' mindset – hardworking and committed to meeting tasks and deadlines with strong decision-making skills</li> <li>• Adopts a positive and open 'growth mindset' to change</li> </ul>

All applicants who are offered permanent or long term employment, or partnership, will be subject to a criminal record check by the Disclosure and Barring Service (DBS) before the appointment is confirmed. Because Kingsley Napley LLP meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, a 'basic disclosure' will be sought. This will reveal 'unspent' convictions. A criminal record is not necessarily a bar to employment or partnership; each matter will be considered on its own circumstances and merits.

