DETAIL OPPORTUNITY

APPLICATION DEADLINE: August 5, 2024

POSITION TITLE: Governance and Policy Analyst

ORGANIZATION: Chief Data Office | Office of Digital Transformation

LENGTH OF DETAIL: 4 months (with potential option for extension)

WHO MAY APPLY: Current Federal or Trust Smithsonian employees at Grade 12 or 13

START OF DETAIL: September 2, 2024 (negotiable)

WORK DESCRIPTION:
This position is located within the Office of Digital Transformation (ODT), Smithsonian Institution (SI). The Smithsonian Institution is embarking on an Institution-wide digital transformation led by ODT to become a digitally empowered Institution that builds purposeful connections between the knowledge we share and the people we serve, inviting every household, classroom, and community around the globe on a lasting journey to explore, learn, and find meaning together.

The Governance and Policy Analyst supports the development of the SI data strategy, data domain governance policies, and SI’s foundational data management processes. The Governance and Policy Analyst:

1. Supports drafting SI’s data strategy, including the messages, activities, resources, and milestones to achieve meaningful outcomes. Defines key performance indicators to measure the effectiveness of data strategy implementation.

2. Helps develop SI’s data governance policies, standards, and procedures, aligned to our data governance objectives, priorities, and key performance indicators.

3. Facilitates stakeholder engagement in strategy and policy working groups and through formal and informal policy coordination.

4. Collaborates across ODT and with OCIO on technology requirements to implement the data strategy and the supporting data governance processes.

5. Establishes governance structures, roles, and responsibilities to support effective data stewardship.
6. Facilitates data governance forums, bringing together stakeholders across the institution for governance oversight.

7. Prepares and presents reports, dashboards, and metrics to senior leadership.

QUALIFICATIONS REQUIRED:

1. Demonstrated experience with SI policy development.
3. Demonstrated experience with stakeholder management and coordination.

INQUIRIES ABOUT JOB QUALIFICATIONS: Jenny Sue Ross, Chief Data Officer, Office of Digital Transformation

HOW TO APPLY: Send your resume to rossjs@si.edu citing “ODT Detail – Governance and Policy Analyst” in the subject line.

This is a Temporary Equal Employment Work Opportunity
During the period of detail, employee will continue to occupy their official position of record with same grade, step, benefits and status and will be compensated at their current rate of pay.
The detail is not an opportunity for promotion.