



Data Governance Analyst

Applicant Information Pack



We build homes, create communities and transform lives

Alternative formats

If you require this document in an alternative format, such as large print or a white or coloured background, please contact our Communications team.



unitedwelsh.com/contact



tellmemore@unitedwelsh.com



0330 159 6080

Contents

- 1 About Us
- 3 Job Profile
- 4 Key Accountabilities
- 6 Personal Requirements
- 7 Terms and Conditions
- 8 Additional Benefits
- 9 How to apply



About Us

United Welsh is an award-winning not-for-profit organisation providing homes and related services in South Wales. We are passionate about building homes, creating communities and transforming lives.

We look after over **6,700 homes** for people across **11 local authority areas**, and our services help thousands more in our communities.

Helping people to live happily and in good health is important to us, and we are proud to have been named fifth best landlord in the UK.

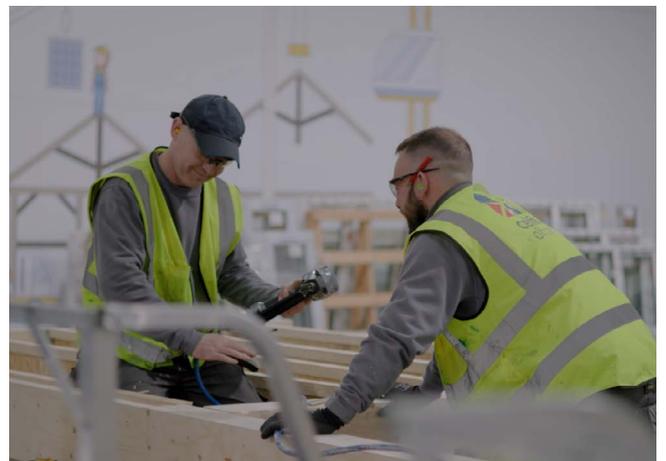
We have a new building programme that is worth around **£55m** each year and in the next five years, we intend to build **1,300 more homes**.

We are ambitious about how we can help people to live their best lives, working with a range of partners including local and national government and the NHS to give people choice; tackling poverty, improving wellbeing and playing our part in ending homelessness.

The Group includes our repairs and maintenance service Celtic Horizons; timber frame home manufacturer Celtic Offsite and Harmoni Homes Ltd, which builds affordable homes and homes for sale.

With over **400 employees** and a turnover of over **£40m**, we are an ambitious organisation with a strong sense of social purpose.

Life at United Welsh centres around our culture. We live by our values which connect us and inspire us, guiding our strategies as well as the decisions we make day to day.



Group structure

United Welsh

**Celtic Horizons
Ltd**

**Harmoni
Homes Ltd**
Developing homes for
United Welsh

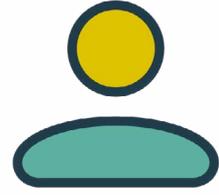
**Celtic
Horizons**
Asset
Management

**Celtic
Offsite**
Timber frame
factory

The Celtic Horizons asset management service for United Welsh is delivered in partnership with Mears Ltd



Job Profile



Data Governance Analyst

Reporting to

Data and Insights Manager

Broad purpose of the post

As an organisation, we're building a modern, centralised approach to data that supports better decision making, transparency and improved services for our communities.

As Data Governance Analyst, you will play a key role in shaping how data is governed, protected and trusted across United Welsh. You'll develop and embed governance frameworks, lead data quality improvement, and work closely with stakeholders across the business to ensure data is managed ethically, compliantly and consistently throughout its life cycle.

This role is critical in enabling United Welsh to become a truly data driven organisation.

- Permanent, full-time
- £45,000 per annum
- Closes Friday 27 February, 12pm (midday)
- Interviews w/c 9th March

Key Accountabilities

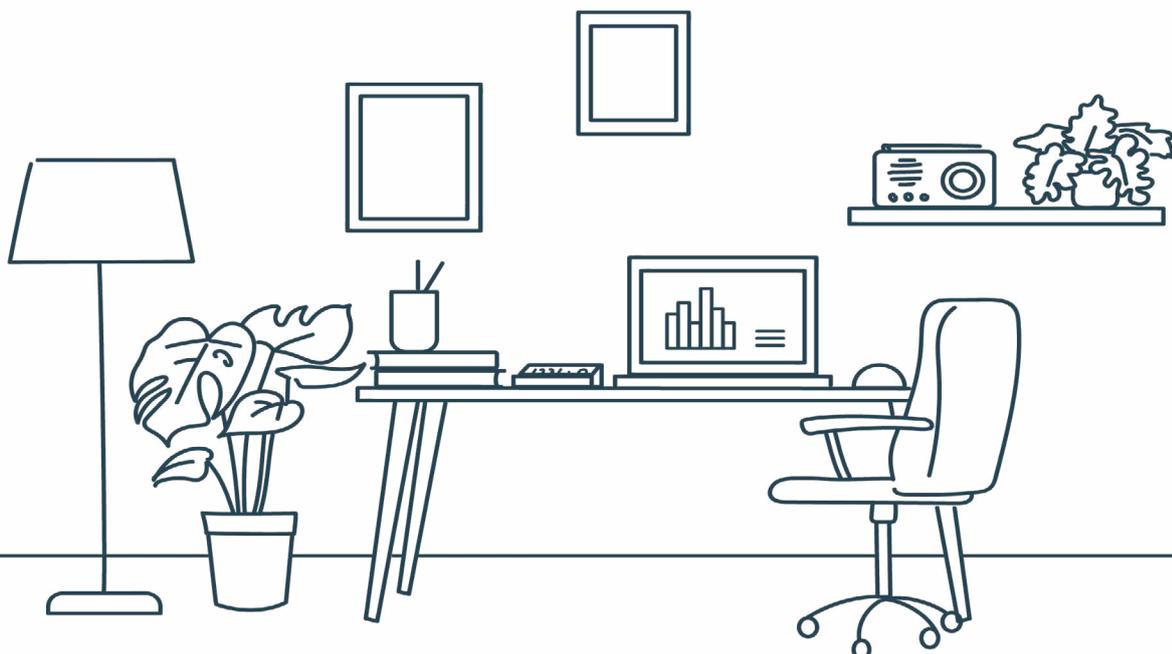


Data Governance and Compliance

- Develop, review and maintain data governance frameworks, policies, standards and procedures aligned to best practice (e.g. DAMA, DCAM)
- Ensure compliance with UK data protection legislation, including GDPR, SARs and Records of Processing Activities (RoPA)
- Support the identification, management and reporting of data breaches, working closely with the internal Governance team and Data Protection Officer
- Review and advise on data sharing agreements to ensure compliant and secure data exchange
- Champion data protection across the organisation, ensuring robust controls are in place to safeguard personal and sensitive information

Data quality management

- Define, implement and monitor data quality controls and metrics (accuracy, completeness, validity, consistency and timeliness)
- Analyse and profile data to proactively identify quality and regulatory issues
- Lead data quality improvement initiatives in collaboration with business teams, resolve issues and embed best practices
- Develop and maintain Power BI dashboards to monitor and report on data quality performance quality training and guidance
- Build strong relationships that promote shared ownership and stewardship of data.



Key Accountabilities

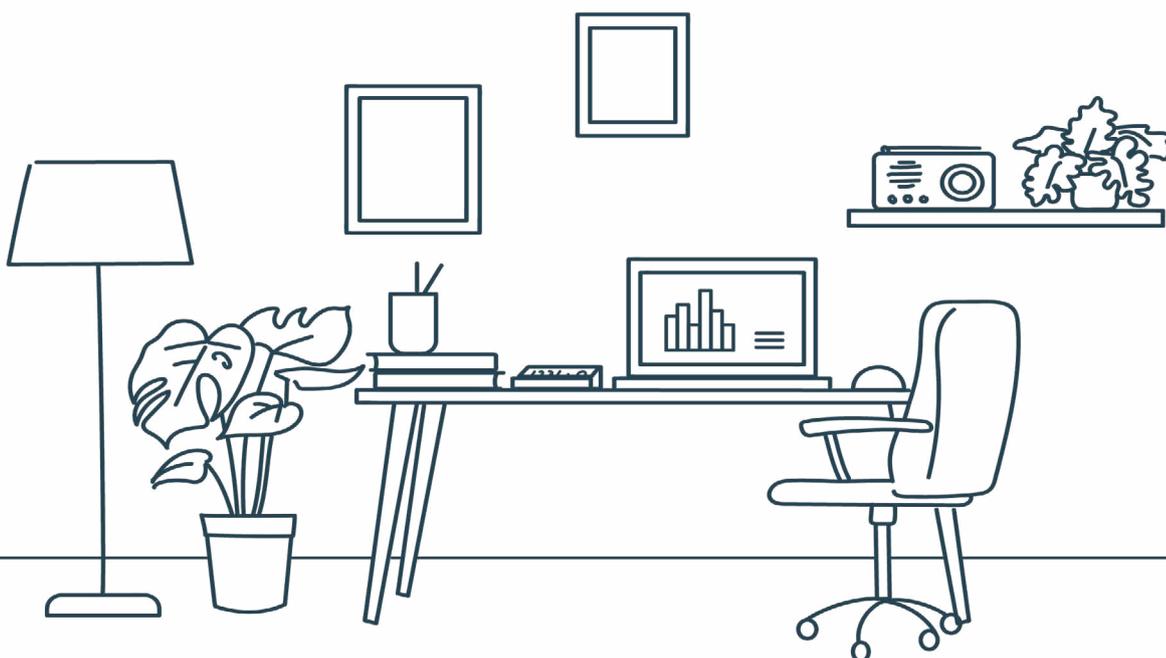


Documentation, transparency and assurance

- Maintain data dictionaries, metadata and data lineage documentation to improve visibility and trust in data assets
- Conduct data audits and provide assurance that data used for reporting and decision making is reliable and well managed
- Monitor and report on governance and data quality outcomes, providing clear updates to senior stakeholders

Collaboration, engagement and change

- Work closely with the Data and Insights team, Business Transformation team, the Governance team, and other stakeholders to align data governance with strategic programmes and implementations
- Translate governance and data quality requirements into practical, actionable solutions
- Support the organisation's data literacy journey through development and delivery of data.



Personal Requirements

Essential

- Experience in a data governance, data management or similar role
- Good working knowledge of UK data protection legislation, including GDPR and the Data Protection Act 2018
- Strong understanding of data governance frameworks and regulatory requirements (e.g. DAMA, DCAM)
- Experience analysing, profiling and improving data quality
- Proficiency in Power BI and familiarity with the Microsoft data ecosystem (including Azure Data Factory)
- Working knowledge of SQL or a similar query/programming language
- Strong communication and stakeholder engagement skills, with the ability to influence, advise and upskill others
- A collaborative, problem solving approach, working effectively across technical and nontechnical teams.

Desirable

- Experience working with customer, financial or asset data in a regulated environment
- Knowledge of database architecture, schema design or data profiling tools
- Experience supporting largescale system or data transitions
- Understanding of statistical techniques for assessing data quality
- Experience in social housing or the public sector
- Welsh language skills.

Requirements within the essential criteria of the Personal Requirements will be used for shortlisting purposes. However, all of the criteria will be considered in the process of making an appointment.

Terms and Conditions

Current Salary

Total salary is **£45,000** per annum.

Pension Plus

While working at United Welsh you are eligible to join our pension scheme. United Welsh partner with the **Social Housing Pension Scheme (SHPS)** to deliver our pension provision for employees.

The **Defined Contribution Scheme (DC)** matches employee contributions up to 10%. It is a salary sacrifice scheme, so deductions are taken before tax.

SimplyHealth

While working at United Welsh you are eligible for enrolment in our SimplyHealth healthcare plan.

Leave

- **30** days plus Bank Holidays
- **Two** United Welsh Gifted Days - an additional two gifted days, usually to be taken during the office closure over the festive period

Right to work in the UK

We welcome applications from individuals who already have the right to work in the UK, as unfortunately, we are unable to offer visa sponsorship at this time.

Any job offer will be dependent on receiving appropriate documentation to confirm your eligibility to work in the UK, as part of our commitment to compliance and fairness.



Additional Benefits

- **30 days** annual leave and bank holidays
- An additional **two gifted days** to be taken over the seasonal period
- A company culture that promotes **work life balance**
- **Agile** working
- Opportunities to be involved in **'Can Do'** days, giving back to the communities where we work
- A half a day's leave under the **'School Starter Scheme'**
- Free **fruit, fresh filtered water, tea and coffee** within our offices
- **Cycle to Work** Scheme
- One year's **paid subscription to professional body** (one membership per year)
- Membership to our **SimplyHealth** healthcare plan
- **Free eye tests** at Specsavers and a contribution towards the cost of prescription glasses
- Access to our **internal coaching and wellbeing services** that are devoted to supporting professional and personal development
- Free and confidential access to a **24/7 Employee Assistance Wellbeing Hub**
- We are a member of the **Social Housing Pension Scheme**. There is an opportunity for employees to join The Defined Contribution Scheme and we match contributions up to 10%
- **Learning and Development opportunities**, with learning available in a range of formats to suit your needs
- We are committed to supporting applicants and staff with disabilities and are a **Disability Confident Employer**
- We are committed to becoming a **menopause friendly employer**
- We are an Armed Forces friendly organisation and hold the **Armed Forces Covenant – Bronze Award**



How to apply

To apply, please send a CV and cover letter to jobs@unitedwelsh.com. Your cover letter must address each of the essential and desirable criteria, detailing your knowledge and experience in relation to each one, in no more than 1,000 words.

In addition to your CV and cover letter, please also complete our online Equality, Diversity and Declaration of Interest form which can be found on our website [here](#). If you do not complete all parts of this process, you will be at risk of your application not being progressed further.

Closes: Friday 27th February, 12pm
Interview date: w/c 9th March

We reserve the right to close this role early if we receive a high volume of suitable applications.

Within your CV, please provide the names, positions, organisations and contact details for two referees, one of whom should be your current or most recent employer. We will not approach these referees prior to the shortlist stage, and we will seek your permission first. However, references will be sought as part of our pre-employment checks for the successful candidate.

- We would be grateful if you could submit the Equality Diversity and Declaration of Interest form with your application. You can complete this form online. The information you provide will be used for monitoring purposes only and will be kept separate from your application
- Please ensure your CV and other documents are emailed as a Word or PDF file, as unfortunately, we are currently unable to accept applications in any other formats at the moment
- Requirements within the essential criteria of the Personal Requirements will be used for shortlisting purposes. However, all the criteria will be considered in the process of making an appointment.

Your privacy is important to us. To learn more about how your personal information is processed when applying for a job with us, you can find our Privacy Notices [here](#).



 /UnitedWelsh

 @United-Welsh

 @United-Welsh

 unitedwelsh.com