

Job Description



Job Title: Data and AI Governance Manager	Service Area: Digital, Data and Service Design	
Directorate: Resources	Post Number: Fusion	Evaluation Number: 7940
Grade: PO6 (TBC)	Date last updated: September 2026	

People at the heart of everything we do

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

Equality and diversity

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

Protecting our staff and services

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

Corporate parent

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

Purpose of Job

The Data and AI Governance Manager will lead the implementation and continuous improvement of Newham's Data and AI Governance Frameworks. The role will establish practical standards, controls and assurance arrangements so that data and artificial intelligence are used lawfully, ethically, securely, transparently and effectively. Working across services and with Information Governance, Legal, Cyber Security, Architecture, Procurement, Internal Audit and technology teams, the post holder will translate legal, regulatory and policy requirements into proportionate governance processes, strengthen data ownership and stewardship, and support responsible AI assessment and monitoring.

Job Context

- The post holder will report to the Head of Data and AI.
- The post holder will manage the operational delivery of corporate data and AI governance across the Council.
- The post holder will collaborate with services and corporate functions to embed governance into projects, procurements, data products, analytics, automation and AI-enabled solutions.
- The post holder will have regular contact with senior managers and provide advice, constructive challenge and assurance to governance forums.
- The post holder may be required to work some evenings, weekends and occasional public holidays to meet service requirements and ensure appropriate representation of the Council.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This list is not exhaustive, and the post holder may be required to perform other reasonable duties as necessary from time to time.

To undertake all responsibilities listed below:

1. Lead the implementation, maintenance, and continuous improvement of the Council's Data Governance Framework and AI Governance Framework, ensuring alignment with corporate priorities and service needs.
2. Develop and maintain policies, standards, procedures, guidance and templates covering data ownership, stewardship, quality, metadata, lineage, access, sharing, retention, responsible AI and assurance.
3. Maintain and apply a strong working knowledge of relevant legal, regulatory and policy requirements, including UK GDPR, the Data Protection Act 2018, the Data (Use and Access) Act 2025, Freedom of Information, the Public Sector Equality Duty and relevant ICO guidance on AI, and translate these into practical controls.
4. Work with Information Governance and Legal colleagues to support and review governance inputs to Data Protection Impact Assessments, data-sharing arrangements, privacy assessments, AI impact assessments, equality considerations and supplier due diligence, while respecting specialist accountabilities.
5. Establish and support Data Owners, Information Asset Owners and Data Stewards, with clear responsibilities, guidance, escalation routes and oversight of critical datasets and data products.
6. Operate a proportionate, risk-based governance process for AI use cases, including registration, impact assessment, classification, approval, human oversight, monitoring, reassessment, incident escalation and retirement, covering AI capabilities introduced through existing systems, supplier-provided functionality and new projects.
7. Ensure AI proposals appropriately address lawful data use, fairness, transparency, explainability, accessibility, accountability, security, data quality and impacts on residents and

staff.

8. Develop governance maturity assessments, control reviews, compliance dashboards and regular reporting, maintaining auditable evidence of decisions, risks, approvals, exceptions and agreed actions.
9. Coordinate governance requirements for Microsoft Purview, Microsoft Fabric and other platforms, working with technical teams to ensure that controls are practical, implemented and evidenced.
10. Manage and support Data and AI Governance Boards and working groups, providing advice, challenge and assurance to senior stakeholders and ensuring effective oversight across data and AI initiatives.
11. Maintain oversight of the Council's AI Register and support transparency, monitoring and assurance arrangements for AI systems and use cases, ensuring governance records remain accurate, auditable and up to date.
12. Develop and deliver role-based training, guidance, awareness and engagement activities that strengthen data literacy, data stewardship and a human-centred culture of responsible data and AI use across the Council.

EQUALITY AND DIVERSITY

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PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Personal Specification



Job Title: Data and AI Governance Manager	Service Area: Digital, Data and Service Design	
Directorate: Resources	Post Number: Fusion	Evaluation Number: 7739

Grade: PO6	Date last updated: September 2026
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IMPORTANT INFORMATION FOR APPLICANTS	
<p>The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.</p>	
CRITERIA	METHOD OF ASSESSMENT
KNOWLEDGE AND EXPERIENCE:	Application and Interview
Proven experience of implementing data governance, information governance, AI governance, compliance, risk or assurance frameworks in a complex organisation.	Application and Interview
Strong knowledge of data management principles, including ownership, stewardship, data quality, metadata, lineage, access, sharing and lifecycle management.	Application and Interview
Good understanding of UK legal and regulatory requirements relevant to data and AI, including UK GDPR, the Data Protection Act 2018, Freedom of Information, records management, transparency, equality and public-sector accountability.	Application and Interview
Good understanding of responsible AI principles and practical AI governance, including risk classification, impact assessment, human oversight, fairness, transparency, explainability, monitoring and accountability.	Application and Interview
Experience of translating complex legal, regulatory, policy or technical requirements into proportionate business processes, standards, controls and guidance.	Application and Interview
Experience of working with Information Governance, Legal, Cyber Security, Architecture, Procurement, Audit, technology teams and operational services.	Application and Interview
Experience of governance reporting, assurance reviews,	Application and Interview

<p>risk management, maintaining audit evidence and escalating issues to senior forums.</p> <p>Experience of facilitating governance boards, workshops or cross-organisational working groups and securing action from senior stakeholders.</p> <p>Understanding of local government or a comparable public-sector environment is desirable.</p>	
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<p>EDUCATION/QUALIFICATIONS</p> <p>Degree or equivalent professional experience in data governance, information governance, law, compliance, risk, information management, technology or a related discipline.</p> <p>A relevant professional qualification or certification is desirable.</p>	<p>Application</p> <p>Application</p>
<p>SKILLS AND ABILITIES: ESSENTIAL</p> <p>Ability to lead complex governance programmes and coordinate activity across multiple services and professional disciplines.</p> <p>Ability to interpret legislation, regulatory guidance, policy and risk information and turn these into clear recommendations and proportionate controls.</p> <p>Ability to provide credible advice and constructive challenge on complex, sensitive or high-risk data and AI matters.</p> <p>Excellent written and verbal communication skills, including producing clear policies, standards, board papers, briefings and training materials.</p> <p>Strong stakeholder management, negotiation and influencing skills, including working with senior leaders and specialists.</p> <p>Strong analytical, problem-solving and organisational skills, with the ability to assess evidence, prioritise risks and track actions.</p> <p>Ability to design governance processes that maintain assurance without creating unnecessary barriers to improvement and innovation.</p> <p>Familiarity with governance, catalogue, metadata, reporting or assurance tools such as Microsoft Purview, Microsoft Fabric and Power BI.</p>	<p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p>
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>Demonstrates integrity, sound judgement and professional curiosity when handling complex governance and compliance matters.</p> <p>Works collaboratively while being prepared to challenge decisions or practices where risks and responsibilities are unclear.</p> <p>Communicates complex issues in a calm, practical and accessible way for technical and non-technical audiences.</p> <p>Takes a human-centred, proportionate and outcomes-focused approach to governance.</p> <p>Is proactive, adaptable and able to work through uncertainty as legal, regulatory and technological expectations evolve.</p>	<p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p>

OTHER SPECIAL REQUIREMENTS: This post is subject to a basic DBS check.	Satisfactory clearance at conditional offer stage
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