



Data Steward

Data Stewards are responsible for the day-to-day management of data assets to ensure relevant data governance, data management and data policy requirements are met.

At a glance



Data Lifecycle



Data Management



Data Policy, Guidelines, Standards & Regulations



Data Owner / Custodian



Data Assurance & Compliance



Data Integration



Quality, governance, and risk management



Data sharing, ethics, security, and privacy

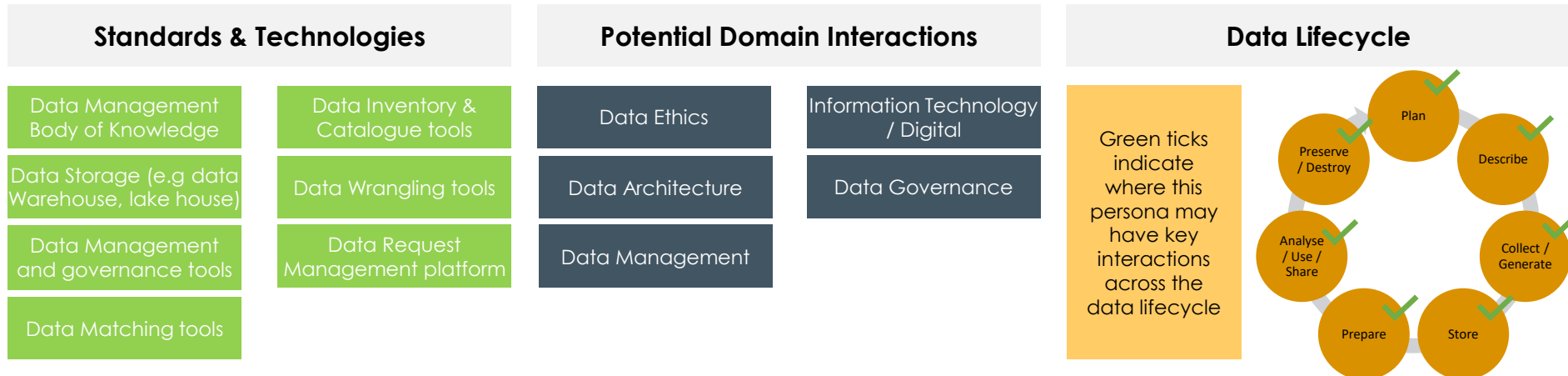


Data Inventory & Catalogue

Data Stewards play a functional role in the application and implementation of an organisation's data management and governance frameworks, with responsibility for ensuring that data-related legislation, policies, and standards are applied in practice. They contribute to the maintenance of data integrity and support data-driven decision-making processes, while upholding data privacy, ethics, and security standards.

Data Stewards work with data owners and business areas to increase their awareness of legislation and protocols relating to the lifecycle management of an organisation's data assets, data products and data applications.

They assist the organisation to maximise the value of their data whilst also minimising the risk of misuse. They can define and adopt data standards, document metadata, facilitate data ownership, enable, and authorise data access, and contribute to data governance frameworks.



Data Steward

Level 1 | Foundation

Apply existing data policies, standards, procedures, and access controls to ensure data compliance with relevant regulations and legislation.

Carry out data quality checks and validation processes to ensure the accuracy, consistency, and completeness of data.

Provide support with monitoring data access and usage to assist teams and provide insight on best practice data usage to support evidence-based decision making.

Assist data users to recognise the risks related to data integrity, data privacy, data security, data ethics and other relevant data standards.

Apply data governance policies, standards, and procedures to ensure data compliance with relevant regulations and legislation.

Maintain data management tools (e.g. data dictionaries) to document data assets, data lineage and data definitions to help users understand the meaning and context of data.

Support the identification and analysis of suspected or actual data breaches and escalate for corrective or preventive action.

Level 2 | Intermediate

Implement data policies, standards, procedures, and access controls to ensure data compliance with relevant regulations and legislation.

Implement and manage data quality checks and validation processes to ensure the accuracy, consistency, and completeness of data.

Monitor data access, usage, and sharing to assist teams and provide advice and insights on best practice data usage to support evidence-based decision making.

Provide advice and support to data users on identifying and managing complex data risks related to data integrity, data privacy, data security, data ethics and other relevant data standards.

Define and apply data governance policies, standards, and procedures to ensure data compliance with relevant regulations and legislation.

Create and maintain a suite of data management tools (e.g. data dictionaries) to document data assets, data lineage and data definitions to help users understand the meaning and context of data.

Manage data breaches and apply data governance policies to address data breaches in line with polices and guidelines.

Level 3 | Advanced

Manage and create data policies, standards, procedures, and access controls to ensure data compliance with relevant regulations and legislation.

Design, implement, and manage innovative approaches to data quality checks and validation processes to ensure the accuracy, consistency, and completeness of data.

Manage the monitoring of data access, usage and sharing to assist teams, and provide expert advice and insights on best practice data usage to support evidence-based decision making.

Identify and manage potential data risks related to data integrity, data privacy, data security, data ethics and other relevant data standards, and provide best practice advice to data users on addressing them.

Define and apply data governance policies, standards, and procedures to ensure data compliance with relevant regulations and legislation, establishing data ownership and access controls.

Oversee the operation of a suite of data management tools (e.g. data dictionaries and metadata repositories) to document data assets, data lineage and data definitions to help users understand the meaning and context of data.

Manage complex data breaches and apply data governance policies to address data breaches in line with polices and guidelines.

APS DCF			SFIA		
1 VAL	1 BUS	1 MGT	4 DATM	4 QUMG	4 RLMT
1 COM	1 ACC	1 QUL	4 BINT	3 METL	4 PBMG
1 MTH	1 MET	1 GOV	4 IRMG	3 VISL	
1 USE	1 SMX	1 SRC	5 GOVN	3 INAS	

APS DCF			SFIA		
2 VAL	2 BUS	2 MGT	5 DATM	5 QUMG	5 RLMT
2 COM	2 ACC	2 QUL	5 BINT	4 METL	5 PBMG
2 MTH	2 MET	2 GOV	5 IRMG	5 STPL	6 GOVN
2 USE	2 SMX	2 SRC	5 BPRE	5 PEDP	
			5 INAS	4 VISL	

APS DCF			SFIA		
3 VAL	3 BUS	3 MGT	6 DATM	6 QUMG	6 RLMT
3 COM	3 ACC	3 QUL	5 BINT	5 METL	6 PBMG
3 MTH	3 MET	3 GOV	6 IRMG	6 STPL	7 GOVN
3 USE	3 SMX	3 SRC	6 BPRE	6 PEDP	
			6 INAS	5 VISL	

Select the boxes for more information.

APS DCF = Australian Public Service Data Capability Framework SFIA = Skills Framework for the Information Age