

**Title:** Data Governance Analyst

**Reporting To:** Head of Business Critical Services

**Contract Type:** Full Time & Permanent

**Role Summary:**

We are seeking a talented Data Governance Analyst. As a Data Governance Analyst within our business, you will be responsible for developing, maintaining, communicating, and promoting data management processes and controls. You assist with defining policies, notices, and standards, as well as promoting ongoing enhancements throughout the organisation. You will work closely with stakeholders in our Business, Compliance, Risk, and IT teams to enhance our retention and monitoring approach, ensuring best practice in data management.

**Responsibilities:**

**Data Governance Framework & Standards**

- Promote and embed data governance standards across Irish offices, business units and functions
- Enhance and maintain the CFIL data governance framework, ensuring it is clearly communicated and understood by all staff
- Develop, publish and maintain best practice guidance via internal communications, SharePoint, and formal guidance documents
- Inform and advise stakeholders on data protection and privacy best practice.

**Data Management & Protection**

- Identify unstructured data across the business and develop plans for appropriate management
- Assist with Data Protection Impact Assessments (DPIAs), including documentation, risk identification, and tracking of mitigating actions
- Support the end-to-end coordination of Data Subject Access Requests (DSARs) and other Data Subject Requests (including rectification, erasure, restriction, portability, and objection) in line with GDPR and internal procedures.
- Maintain and update Records of Processing Activities (RoPA) in collaboration with business units
- Support oversight of personal data processing activities across business functions and third-party arrangements

**Monitoring, Risk & Compliance**

- Prepare monthly management information that includes issue tracking, actions and any additional data protection information required for reporting
- Develop and monitor systems and controls to detect and prevent poor data behaviours
- Conduct audits to support the monitoring and enforcement of good data practices
- Perform regulatory gap analysis against GDPR, DPC, DPO and CBI guidance, and develop remediation plans as required
- Support investigation and appropriate reporting of data breaches
- Clearly articulate data issue mitigation processes and escalation pathways.

### **Training & Awareness**

- Prepare and support the delivery of data protection training and awareness initiatives, including induction training and periodic refreshers.
- Act as a first point of contact for routine data protection queries from staff, escalating complex matters as required.
- Promote staff awareness and support managers with practical data protection guidance.

### **Business Critical Services Support**

- Contribute to the delivery of CFIL outsourcing and operational resilience programmes as part of the Business Critical Services team.

### **Requirements & Skills:**

- 2-3 years' experience in a data control, data governance, or data protection role, ideally in a financial services environment
- Strong understanding of data protection principles and regulatory requirements; relevant qualification in Data Management or Data Protection desirable
- Solid ICT knowledge, including how systems generate, store, and control data, and how technology can be leveraged to manage data risk
- Good understanding of industry-standard data governance frameworks and standards
- Strong analytical skills, with the ability to interpret multiple data sets, conduct gap analyses, diagnose issues, and deliver practical, risk-based solutions
- Experience managing and influencing change to drive continuous improvement in a data-focused environment
- Excellent communication and stakeholder engagement skills, with the ability to influence business functions
- Self-motivated, organised, and capable of planning work around key project milestones.

### **[Data Governance Analyst - Cantor Fitzgerald/BGC Careers](#)**