

JOB DESCRIPTION TEMPLATE

Head of AI Governance

The senior leader of the enterprise AI governance program, owning the framework, policies, and oversight that keep AI systems responsible and compliant.

Department	AI Governance / Risk / Compliance
Reports to	Chief AI Officer / Chief Risk Officer / Chief Compliance Officer
Location	Remote / Hybrid / On-site
Employment type	Full-time
Experience	10 to 15+ years

POSITION OVERVIEW

The Head of AI Governance leads the organization's enterprise AI governance program, providing the framework, policies, and oversight that keep AI systems responsible, compliant, and aligned with organizational values.

This role partners closely with data science, engineering, legal, privacy, security, risk, and compliance to set AI governance standards, run model oversight and review, and prepare the organization for evolving AI regulation.

As AI adoption accelerates, the Head of AI Governance serves as the senior authority on responsible AI and the controls that govern how AI systems are built, deployed, and monitored.

KEY RESPONSIBILITIES

AI GOVERNANCE FRAMEWORK

- Develop and own the enterprise AI governance framework.
- Align the program with NIST AI RMF, ISO/IEC 42001, and the EU AI Act.
- Establish AI principles, policies, and standards.
- Build a roadmap for AI governance maturity.
- Present AI governance updates to leadership and the Board.

MODEL OVERSIGHT AND REVIEW

Establish oversight across the AI and model lifecycle, including:

- AI system inventory and risk classification
- Model documentation, validation, and approval
- Bias, fairness, transparency, and explainability review
- Human oversight and monitoring in production

AI POLICY AND STANDARDS

- Set enterprise AI use policies and acceptable use standards.
- Define governance for generative AI and AI agents.
- Establish review gates before AI deployment.
- Maintain AI governance documentation and controls.

REGULATORY READINESS

Monitor and prepare for AI regulation, including the EU AI Act risk tiers and obligations, and translate emerging requirements into enterprise controls and processes.

AI GOVERNANCE COMMITTEE

Chair or coordinate the AI governance committee, facilitate cross-functional review of AI use cases, and drive consistent decisions on high-risk AI systems.

THIRD-PARTY AND VENDOR AI

- Assess AI vendors and third-party models.
- Review contractual AI provisions and disclosures.
- Monitor foundation model and vendor risk.
- Establish AI due diligence procedures.

CULTURE AND ENABLEMENT

Build AI literacy and responsible AI practices across the organization through training, guidance, and enablement so teams can innovate within clear guardrails.

REQUIRED QUALIFICATIONS

- Bachelor's degree in Computer Science, Data Science, Law, Information Systems, or a related discipline. Master's degree preferred.
- 10 to 15+ years of experience in governance, risk, compliance, data, or AI-related roles.
- 5+ years leading governance, risk, or AI programs.
- Strong understanding of AI and machine learning concepts.
- Experience implementing governance frameworks in complex organizations.
- Experience briefing executive leadership and the Board.

PREFERRED CERTIFICATIONS

One or more of: AIGP, ISO/IEC 42001 Lead Implementer or Lead Auditor, CRISC, CIPP, or CISM.

TECHNICAL KNOWLEDGE

AI governance, responsible AI, model lifecycle oversight, AI risk assessment, bias and fairness evaluation, transparency and explainability, generative AI and AI-agent governance, AI policy development, regulatory analysis, vendor AI risk, and GRC and model governance platforms.

ESSENTIAL COMPETENCIES

Strategic leadership, executive communication, Board presentation skills, ethical judgment, cross-functional facilitation, program management, regulatory interpretation, and change leadership.

SUCCESS MEASURES: FIRST 12 MONTHS

- Establish the enterprise AI governance framework.
- Stand up the AI system inventory and risk classification.
- Publish enterprise AI use policies and standards.
- Launch the AI governance committee and review gates.
- Complete baseline reviews of high-risk AI systems.
- Advance EU AI Act and regulatory readiness.
- Build executive and Board AI governance reporting.
- Improve organizational AI governance maturity.

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