

COLLIBRA USER ROLE OVERVIEW

A practical summary of six roles, their decision rights, and how they work together

Data Governance Enablement Team



Six roles create a complete governance operating model

Access and authority increase based on the work each role performs.



READ-ONLY PARTICIPATION

GOVERNANCE + PLATFORM ADMINISTRATION

The roles are complementary, not hierarchical. People may hold more than one role when responsibilities require it.

Metadata participation roles

These roles expand access, institutional knowledge, and quality assurance.

Unlicensed User

CONSUMER

Searches and views governed metadata; submits requests; participates in assigned workflows. Cannot create, edit, curate, or administer content.

Subject Matter Expert

CONTRIBUTOR

Creates, enriches, and validates metadata using deep functional or technical knowledge. Documents meaning, context, relationships, and lineage.

Stakeholder

REVIEWER

Reviews, validates, and provides feedback on metadata. Confirms business and operational context and supports workflow approval or rejection.

Key distinction Unlicensed users consume and request. SMEs author and enrich. Stakeholders review and validate.

Technical, governance, and platform roles

These roles protect data, make governance decisions, and sustain the platform.

Data Custodian

TECHNICAL

Maintains technical metadata, storage and movement context, lineage, and protection information. Supports access fulfillment and secure handling.

Data Steward

DECISION-MAKER

Defines and approves business meaning, classification, and quality expectations. Provides oversight and sign-off in governance workflows.

Community Manager

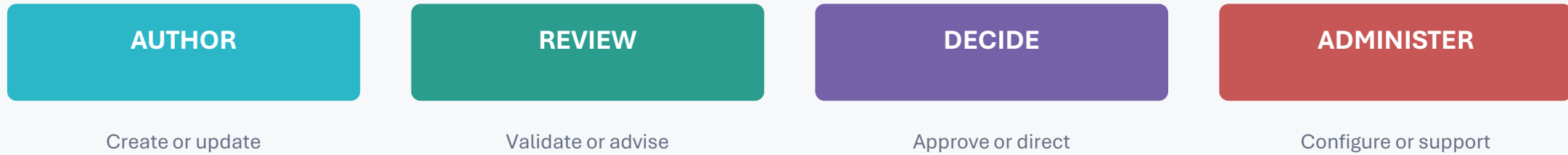
ADMINISTRATOR

Configures communities, domains, workflows, roles, permissions, and catalog structure. Provides user support, training, and adoption enablement.

Key distinction Custodians manage technical handling. Stewards govern meaning and quality. Community Managers administer and enable Collibra.

Decision rights clarify who does what

A simple separation of duties supports quality, accountability, and controlled administration.



Business metadata	SME	Stakeholder	Data Steward	Community Manager
Technical metadata	SME / Custodian	Stakeholder	Data Steward	Community Manager
Classification + quality	SME / Custodian	Stakeholder	Data Steward	Community Manager
Workflow participation	All roles	Stakeholder	Data Steward	Community Manager
Platform setup	—	—	—	Community Manager

Unlicensed users remain read-only metadata consumers and workflow participants across this model.

Assign roles based on responsibility, not job title

Start with the work a person needs to perform in Collibra, then grant the least authority required.

Need only to find information or submit a request?

Unlicensed User

Need to document and maintain metadata?

Subject Matter Expert

Need to review, validate, or provide sign-off input?

Stakeholder

Need to manage technical handling, movement, or access fulfillment?

Data Custodian

Need authority over meaning, classification, or quality?

Data Steward

Need to configure and support the Campus environment?

Community Manager

Outcome: broader participation, clear accountability, and appropriately controlled platform access