Job Role Profile

Role title: Data Quality Lead	Department: Technology & Business Change
Grade level: 3	Region/location: London or Horsham

Purpose of role: To manage the Group's data quality activity including data quality analysis, business ownership and management of data quality tooling and pro-active support to drive improvements in data quality across the Group.

Working relationships		Scope of the role
Responsible to: • Data Quality & Improvement Manager	**Internal relations:** • Wider Data & Information team • Various teams across the business (clients) • Technology & Business Change Leadership Team • Data Owner & Data Steward Community • Data & Information Governance Group **External relations:** • Software and service providers • Sector peers	• Financial limits in accordance with delegated authority and in line with compensation framework • Decision making in line with post

Role expectations and responsibilities that contribute to the successful delivery of our Corporate Strategy

Key responsibilities:

- Business ownership over the Group's data quality tooling including supplier, user, access, and licence management.
- With Data & Information Governance Officer, ensures data quality rules are established and approved by Data Owners.
- Liaises with data quality tool supplier to ensure tool is configured and programmed as required to deliver against requirements of Data Owners & Stewards and Data & Information Governance team.
- Through ever-decreasing reliance on data quality tool supplier, takes on responsibility for ensuring tool is configured and programmed as required to deliver against requirements of Data Owners & Stewards and Data & Information Governance team.
- Works with Data Engineer and other relevant colleagues to ensure required data interfaces with data quality tool.
- Provides training on Data Quality tool to enable self-service
- Provides data quality KPIs and reporting not least to the Data & Information Governance Group
- Pro-active identification of data-quality issues and resolution of those issues working with relevant Data Owners, Data Stewards any other colleagues as required.
- Supports local initiatives to improve data quality issues.
- Leads internal data quality audits and supports third-party data quality auditors as required
- Build strong relationships across functional areas
- Share knowledge and expertise across the business

Note:
No job description can be entirely comprehensive and the jobholder will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the job description and status of the post within the organisation.
You will be expected to carry out all duties in the context of and in compliance with the Group's Diversity and Health and Safety Policies.

Person profile		
Attributes	**Essential**	**Desirable**
1. Skills, knowledge, experience and abilities	- Solid understanding of data quality concepts; experience of managing, controlling, reporting data quality and integrity - Data quality tooling experience - Development and reporting of data quality KPIs - Agreement and deployment of formal data quality processes, quality rules, metrics, models, data maintenance and standards - Good understanding of data lineage concepts - Experience of working with large data sets including identification and correction of inconsistencies - Data design and creation as a minimum standard, with the ability to manipulate fields, insert, delete, and move data, including experience of writing scripts to query and update databases - Production of high-quality technical and non-technical documentation - Minimum intermediate MS Excel skills 2-3 years in data quality environments - Strong analytical, conceptual, and problem-solving abilities - Attention to detail - Stakeholder collaboration & communication - Possesses strong oral and written communication skills, clearly and accurately - Communicating complex and/or technical information to both technical and non-technical	- Understanding of Housing associations and RSLs - Experience of securely transferring data between on premise environments and cloud environments - Integration tools and languages - Reporting BI solutions (including SQL Server, SSIS, SSRS and SAAS) - SQL, with table design and creation as a minimum standard, with the ability to manipulate fields, insert, delete, and move data

	audiences • Self-motivated; able to work within project and team-based environments	
3. Qualifications/professional development	• Data Quality and/or governance certifications	• DAMA Certified Data Management Professional (CDMP) • Data Governance and Stewardship Professional (DGSP)
4. Circumstances	• Able to travel to other company locations as required • Able to work additional hours and work flexibly to meet business needs and deadlines	