

Head of Data Management

The Head of Data Management plays a critical role in the success of Conyers' enterprise data governance strategy. They will be a trusted resource who elevates the quality of the firm's data management, acting as data advocate and thought leader across the organisation.

The Head of Data Management is accountable for gathering information requirements, defining standards, maintaining, monitoring, and governance to ensure data is compliant with policies and quality requirements. Coordinates all changes to the configuration data through active participation in the change process to confirm all relevant data is accurately loaded and maintained. Responsible for interacting heavily with business and technical subject matter experts to provide input to project team(s) to ensure configuration data is appropriately captured and used, and that data policies and standards become best practice.

What Will You Do

- Define, interpret and translate data inputs from multiple sources into multiple systems. Ensures there isn't conflict with other data elements.
- Create, maintain and monitor master data both at the enterprise and local levels
- Coordinate with stakeholders to ensure master data milestone dates are met
- Develop master data business rules, standards, metrics, and processes by create processes and procedures along with access controls to monitor adherence.
- Ensure data is compliant with defined standards, policies and quality requirements
- Validate and measure data quality, integrity, accuracy and consistency in the source and consuming systems and monitor and resolve interface issues
- Provide input to project teams (business and technical) as it relates to master data management and governance
- Educate and obtain feedback from stakeholders on master data requirements and system options and impacts. Evaluating and identifying issues; and coordinating and implementing corrections regularly.
- Performs required activities relying primarily on pre-established department procedures
- Exercises some level of independent judgment, but typically escalates problems to leadership for additional guidance
- Monitor data usage to assist teams, share best practice trends in data use, and provide insight into how and where teams can use data to help in day-to-day decision-making
- Ensure compliance and security of the data. Responsible for protecting the data—while providing information on potential risks and offering regulatory guidance

What You'll Need

- Bachelor's Degree and seven years' experience managing/defining information utilizing master data management concepts
- Proven track record in developing and implementing data quality and data governance standards
- Experience with viewpoint preferred
- Demonstrate advanced problem solving and issue resolution
- Ability to clearly present information via verbal or written communication
- Demonstrated ability to create detailed action plans and balance multiple priorities
- Ability to act in accordance with established guidelines and follow standard procedures
- Attention to detail and demonstrated capability to review documents for accuracy. Ability to maintain high standards despite pressing deadlines
- Proactively seek information to obtain clarity. Ability to assemble information from various sources to achieve goals
- Highly developed interpersonal skills in order to build strong positive business relationships

Resumes with references may be submitted in complete confidence to:

HR Department, Conyers Dill & Pearman
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Closing date: January 8, 2020