



## Role Profile

<b>Job Title:</b> Data Quality Analyst	<b>Role Profile Number:</b> ENN59
<b>Grade: N</b> <b>Salary:</b>	<b>Date Prepared:</b> 25/05/2022
<b>Directorate/Group:</b> Enabling Services	<b>Reporting to:</b> Data Governance Manager
<b>Structure Chart attached:</b>	No

### Job Purpose

The Data Quality Analyst is responsible for assuring the efficiency and quality of the Council's data.

This post works closely with service areas to catalogue data across directorates, define data quality rules and regularly assess data quality. The Data Quality Analyst supports services to design and deliver data quality action plans, including tracing data quality issues back to their root cause and working with various Council teams to resolve issues at source.

They will promote good practice in data management, an effective data quality culture in services and help improve the design of databases and systems.

### Key Accountabilities

- Supporting the introduction and maintenance of Data Governance policies and procedures within assigned directorates.
- Data discovery and cataloguing data in service areas, creating and updating both Data Dictionaries and the Council's Business Glossary, with support from relevant stakeholders.
- Mapping data flows between systems and processes. Keeping data lineage diagrams up to date.
- Defining Data Quality rules with stakeholders for the Directorate's data
- Co-ordinating and administering the data quality identification, monitoring and issue resolution processes for service areas, including production of data quality assessments and action plans. Supporting services implement these plans and monitoring completion of actions, escalating where appropriate.

- Produce data quality analysis management information (e.g. dashboards) for Data Owners to present at various forums.
- Identifying and supporting directorate decisions on how data needs to be effectively managed to support achievement of business plans and objectives.
- Helping Data Owners to prioritise data related issues for resolution.
- Working with Data Owners and Data Engineers to administer the process of requesting and authorising access to data.
- Work closely with Data Engineers and Analyst teams to identify and support data management initiatives.
- Promoting good practice in data management, an effective data quality culture in services and help improve the design of databases and systems.

### **Knowledge & Experience**

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Experience of working in a data or analysis service, data governance or data management role.
- Data management and data governance frameworks and principles.
- Understanding of relational data structures and databases.
- Data cataloguing, data flow mapping, data lineage, data profiling.
- Data quality analysis, management and issue resolution processes.
- Clear understanding and experience of using tools available on the market and appropriate techniques to gather, evaluate and manage data and data quality.
- Good knowledge of toolsets and skills needed to produce and present data quality analysis management information
- Knowledge of data capture, update, usage, and other core business processes that influence the data life cycle

- Team-work, change management and influencing skills.
- Co-operative and constructive relationship development and management across Council teams.
- Communicating effectively to a wide variety of stakeholders at all levels of the Council.
- Making complex and technical information and language simple and accessible for non-technical audiences.
- Ensuring problems are fixed; knowing how to analyse, identify and manage problems and implement appropriate solutions.
- Strong planning, prioritisation, organisation, time management and communication skills.
- Root cause analysis
- Data manipulation and enhancement to correct common issues
- Strong intellectual problem solving abilities including the ability to weight arguments, substantiate judgements and consistently produce compelling and persuasive narratives.
- Excellent oral and written communication skills with proven ability to distil, translate and communicate complex information accurately.
- Excellent organisational skills including negotiating and prioritising many competing demands and significant time pressures.
- Innovation with an ability to recognise and develop the potential for doing things differently and better.
- Knowledge of data risk management principles and practice

### **Qualifications**

- Qualified to degree level or extensive equivalent experience.

### **Decision Making**

- Complex decisions to risk assess and prioritise the identification and resolution of data quality issues across a number of Council services, to facilitate measurement and achievement of corporate/service objectives and to manage risk.

- Proposals over which data quality issues to escalate through the Council’s governance and risk management structure for management and leadership attention.

**Creativity and Innovation**

- The role will evaluate and determine corporate standards and processes to asses and ensure the quality of Council data. The approach taken will be fundamental to the delivery of the Data Strategy and Council Plan.
- Ability to link achievement of service objectives to required levels of data quality in services.

Job Scope	Budget Holder	No
Number and types of jobs managed None	Responsibility	
Typical tasks supervised/allocated to others		
Collaboration with services and IT to produce the following, including agreement and assignment of tasks:	Asset Responsibility:	No
Collaborative work required across the business to fulfil the job role.		

**Contacts and Relationships**

(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

- Key relationships for the postholder will be with Heads of Service, operational managers and staff. Systems teams within IT and other Data Management staff across the Council.
- The post may be required to represent the Council at key external forums.

**Other Key Features of the role**

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

- None

<b>Employee Signature:</b>	<b>Print Name:</b>
<b>Date:</b>	
<b>Line Managers Signature:</b>	<b>Print Name:</b>
<b>Date:</b>	