



WILLIAM GRANT & SONS

ROLE PROFILE

Job Title	Master Data Analyst
Business Unit / Group Function	Central Services
BU Team / Sub-Function	IFS Digital Acceleration
Location	Arete
Team Leader	Master Data Lead
Team Members	No
Job Level	4B
Role Purpose	
Support the implementation and maintenance of the WG&S master data management program. Contribute to maintaining the accuracy, consistency, and integrity of essential data assets throughout the organization, aiming to enhance operational efficiency, strengthen control mechanisms, and facilitate broader digital transformation efforts.	
Accountabilities	
<ul style="list-style-type: none">• Collaborate with the Master Data Lead to implement and adhere to the established global Master Data standardization and governance framework. Assist in enforcing data governance policies within assigned data domain and compliance with data definitions and data quality standards during data entry and maintenance.• Develop and maintain a comprehensive glossary of master data elements, ensuring accuracy and relevance. Lead all activities to ensure this is kept up-to-date with system and process amendments. Document current processes, responsibilities, and ownership of master data within assigned domains.• Support the Master Data Lead in defining and updating data definitions as required.• Collaborate with global data owners to assist in the enrichment, harmonization, and alignment of master data. Assist in defining roles and groups responsible for managing, consuming, and changing master data. Foster positive working relationships with teams responsible for master data maintenance.• Identify potential data quality issues and contribute to their resolution through error detection, correction, or process improvement. Collaborate with relevant stakeholders to ensure data quality controls are implemented and followed.• Support the creation of process maps, work instructions, and control points related to master data processes. Suggest improvements to data-related processes and contribute to their implementation. Collaborate with cross-functional teams to establish data quality monitoring and remediation procedures.• Assist in developing metrics to analyze master data quality and identify areas of improvement. Collaborate with data owners to optimize data flows across processes and systems.• Share best practices related to master data with team members and relevant business units. Support the implementation of master data control processes during system implementations and changes.• Collaborate with the Master Data Lead to assess, select, and implement master data management tools and technologies.• Stay informed about emerging trends in master data management to contribute to continuous improvement.	
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