



WILLIAM GRANT & SONS

## ROLE PROFILE

<b>Job Title</b>	<b>Master Data Lead</b>
<b>Business Unit / Group Function</b>	Central Services
<b>BU Team / Sub-Function</b>	IFS Digital Acceleration
<b>Location</b>	Arete
<b>Team Leader</b>	IFS Governance Lead
<b>Team Members</b>	2 x Master Data Analysts
<b>Job Level</b>	3B
<b>Role Purpose</b>	
Design, implement and manage the WG&S master data management program. Ensure the accuracy, consistency and integrity of all core data assets across the business in order to enhance operational efficiency, improve the level control and support the wider digitisation of the business.	
<b>Accountabilities</b>	
<ul style="list-style-type: none"><li>• Design, implement and embed a framework for global Master Data standardisation and governance across all relevant financial and operational systems. Establish and enforce data governance policies across all critical data domains.</li><li>• Build and maintain a glossary of master data across WG&amp;S including both basic and master data elements. Document current ways-of-working, responsibilities and ownership of master data. Use this evaluation to define and publish data definitions for the organisation as data elements are added or modified.</li><li>• Support the enrichment, harmonisation and alignment of all master data by working with a global network of data owners. Define a set of roles and groups who will implement, consume, manage and change master data. Build and maintain effective working relationships with teams which are responsible for maintaining master data. Ensure data stewardship and accountability through the data lifecycle.</li><li>• Identify areas for data quality improvements and help to resolve data quality problems through error detection and correction, process control or improvement.</li><li>• Support the documentation of relevant master data processes, including the creation of process maps and work instructions across a variety of cross-functional systems and. Document relevant control points (both preventative and detective) and suggest improvements where appropriate. Work collaboratively with relevant teams to establish data quality monitoring and remediation processes to proactively identify and resolve data integrity issues.</li><li>• Develop metrics which support the analysis of master data and which allow the identification of redundant or inconsistent data. Oversee relevant data owners and optimise data flows across relevant processes.</li><li>• Share good practice with respect to master data through both the master data team and the wider business where appropriate. Champion the effective control of master data on all new system implementation ad across relevant system change processes.</li><li>• Lead the assessment, selection and implementation of master data management tools and technology that meet WG&amp;S requirements and future scalability. Take a proactive approach to stay up-to-date with emerging trends and advancements in the master data management space.</li></ul>	
<b>Created by:</b>	James McBrearty
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