ROLE PROFILE

Job Title	Master Data Specialist
Business Unit / Group Function	Central Services
BU Team / Sub-Function	IFS Digital Acceleration
Location	Arete
Team Leader	Master Data Lead
Team Members	N/A
Job Level	4A

Role Purpose

Co-ordinate the implementation and maintenance of the WG&S master data management program. Lead the business in maintaining the accuracy, consistency, and integrity of essential data assets throughout the organisation, aiming to enhance operational efficiency, strengthen control mechanisms, and facilitate broader digital transformation efforts.

Accountabilities

- Collaborate with the Master Data Lead to implement and adhere to the established global Master Data standardisation and governance framework. Coordinate the enforcement of data governance policies across all critical data domains.
- Review and maintain a comprehensive glossary of master data elements, ensuring accuracy and relevance. Coordinate activities to ensure this is kept up-to-date with system and process amendments.
- Coordinate and advise global data owners on the enrichment, harmonization and alignment of master data. Review and agree the defined roles and groups responsible for managing, consuming and changing master data.
- Prepare and present observations on master data governance to business stakeholders and provide recommendations on resolution. Collaborate with relevant stakeholders to ensure data quality controls are implemented and followed.
- Identify, build and maintain effective working relationships with teams which are responsible for maintaining master data. Provide expertise and guidance to the Master Data Analysts to support their growth and development.
- Support the documentation of relevant master data processes, including the creation of process maps and work instructions across a variety of cross-functional systems. Document relevant control points (both preventative and detective) and suggest improvements where appropriate. Collaborate with cross-functional teams to establish data quality monitoring and remediation procedures.
- Maintain and adhere to project governance standards, in line with the GTS Digital Governance Framework. Review team workload and planned activity, contributing to project planning.
- Define and design metrics to analyse master data quality, including the aggregation of metrics and embedding of their use across the business. Collaborate with data owners to drive the optimization of 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 Master Data Lead to assess, select and implement master data management tools and technology that meet WG&S requirements and future scalability.
- Support the assessment, selection and drive implementation of master data management tools and technology that meet WG&S requirements and future scalability. Stay informed about emerging trends in master data management to contribute to continuous improvement.

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