Job title: Data Quality Project Consultant

Line manager: Head of Data Quality

Grade *(if applicable):* 2

Direct reports: None

Role Purpose:

- Responsible for improving or maintaining data quality requirements across a programme of data related projects. To ensure the accuracy, completeness and consistency of data.

- Work with Data Quality Leads across their domains to source data, build measures and understand weakness in data sets, recommending and deliver improvements within the data projects.

Key Activity:

- Deliver Data Quality management across a programme of data related projects.

- Engage with stakeholders, predominantly Data Owners, Data Stewards and project based SMEs, to understand business challenges across the scope of operation.

- Embed Peabody's approach to effective data use and management, ensuring implementation of the data quality framework across all projects.

- Identify and assess data quality issues, root causes, and implement corrective actions

- Produce a work plan to prioritise improvement work across all projects, refreshing as you understand the changing priorities and pre-requisites from the wider operating environment.

- Communicate the importance of data, data governance and data protection across the programme of projects, empowering the business to own and manage their data.

- Develop and improve data quality scorecards and measures.

- Analyse and prepare data sets for business sign off before loading into systems, complete system testing and implement process change to maintain good quality data in systems.

- Analyse qualitative data and business activity relating to data collection and management using recognised research and analysis methods. Recommend and implement improvements to data management and process.

- Use technical skills to produce reports from systems.

- Use and maintain key aspects of the Data Quality Framework governance including the information asset register and data dictionary.

- Chair and facilitate regular meetings to deliver work packages within projects.

Success Metrics:

- Successful delivery of project objectives.

- Improved quality of data in core systems.

- Develop quality assurance systems to empower the business to improve how they manage data and the quality of data held.

- Business functions empowered to own their own data and have confidence in it.

- Implement quality controls across the scope of the projects, with controls clearly aligned to data quality domains.

- Ensure Peabody has consistent definitions, quality rules and controls to ensure that high data standards are maintained.

- Full understanding of business operations within domain, and the drivers for high quality data.

About you:
- A degree (or equivalent) in an area relevant to data quality.

- Experience working in a data focused role at an organisation of similar size and complexity.

- Excellent IT skills including in data analysis tools and software (including SQL, Excel, Power BI).

- Excellent analytic skills.

- Experience analysing qualitative and quantitative data and are comfortable with both.

- Understand the connections between business processes, research methods and data quality.

- Strong interpersonal and communication (written and spoken) skills, able to effectively converse with and influence staff across the business at all levels.

- Experience working within data related projects.

- Analytical mindset with the ability to analyse complex data issues, providing practical solutions.

- Knowledge of housing association operations and key performance indicators (desirable).

- Commitment to delivering excellent outcomes to customers, both internal and external, in line with our values.