

Job Description

Job title	Senior Data Manager
Team	Business Intelligence
Band	5 (Senior Manager)
Reporting to	BI Director
Management responsibility	3-5 FTE at Manager and Analyst grades

Purpose of the job

To own the maintenance, provision and development of analytical data in BBB. The roleholder will be BBB's primary expert in the data available for analysis and reporting across all programmes (with the exception of Start Up Loans initially). The scope of the role includes collection, validation, cleansing and transformation of raw data from internal and external sources and the provision of analytical data to support all product, subsidiary and Group reporting (including to the BBB Board). The role will be the key user of the enterprise data warehouse, which is operated and developed by a dedicated team within BBB's IT function.

Main duties

Data Processing

- Accountability for the transport, transformation and validation of raw data from a range of internal and external sources
- Accountability for the loading of data from internal and external sources into the enterprise data warehouse
- Responsibility for planning, prioritisation and direction of Data Manager and Analyst resource to ensure that all analytical data capture, cleansing, transformation and loading activity is completed on time across all BBB programmes
- Accountability for the timely provision of analytical data sets for use across the organisation, including as the source for reporting to the BBB Board
- Continuous improvement of the processing of raw data to standardise the data ingest across all products

Data Security

- Accountability for implementing appropriate access control to analytical data sets
- Accountability for the BI function's compliance with good data security practices, in line with GDPR.

Data Quality

- Accountability for the overall quality and integrity of the analytical data used by all functions in BBB.
- Accountability for the reconciliation of all financial data with BBB Finance records
- To act as the organisation's principal expert in the data available for analytical purposes
- Continuous improvement of automated data quality checks to minimise manual interventions
- Responsibility for quantitative monitoring of data quality
- Validation of data from external partners and transformation into BBB's standard data templates
- Validation of data from internal BBB sources and population of data warehouse upload templates
- Agreement of monthly and quarterly reporting positions with the Portfolio Operations function and Financial Control.
- Population of the enterprise data warehouse and refresh of analytical data sets
- Accountability for the availability of data to support business-critical reporting to a strict timetable
- Accountability for compliance of external partners with the agreed data templates and standards
- Sign-off of measures to remediate of data quality issues and escalation to BBB senior management where appropriate to ensure timely resolution

Change Management

- Specification of analytical data sets to support delivery of BBB's business strategy, including specification of new data to be captured, processed and stored to meet mandatory and business-critical reporting
- Negotiation and agreement with senior BBB stakeholders, up to business unit CEO and CRO level, of data sets and responsibility for ensuring that these data sets become contractual requirements of external delivery partners
- Act as the point of sign-off for IT system development required to meet emerging reporting and analysis requirements for mandatory and business-critical purposes
- Agreement of data provision in the case of new external partners, new product variants and new initiatives
- Alignment of new data requirements with the existing BBB data superset and definitions
- Application of a rigorous development methodology, including testing and documentation of processes used to cleanse and transform raw data.
- Advise and participate in the strategic development of the BI architecture, including extension of the enterprise data warehouse and the introduction of new tools to improve data cleansing and transformation

Mentoring

- Education, training and mentoring of data analysts and managers to allow the adoption of a formal development methodology across the BI function

Knowledge and experience

Essential

- Querying complex data sets using SQL
- A sound technical understanding of database design, including conceptual, logical and physical data models
- Constructing queries and data sets under a controlled development methodology
- Delivering to a strict production schedule
- Monitoring and measurement of data quality
- Handling and validating financial data with precision
- Line management of a small team

Desirable

- Experience of the Microsoft analytics technology stack
- Experience/understanding of schema-less database technologies
- Experience gained in an investment management business

Internal and external stakeholders

The roleholder will engage at a senior level (Business Unit CEO, Managing Director, CRO, CCO and CFO), particularly in the resolution of data issues, and as a matter of course at Director level across the organisation. Effective relationships with stakeholders across the Bank will be essential, including product teams, Strategy, Risk, Marketing and Communications.

Budgets / fund size / scope of investments

Management responsibility if appropriate

Line management of Data Managers and Data Analysts.

Key competencies/behaviours

Highly developed skills in data management
 Confidence and tact to challenge the requirements of senior stakeholders so that development spend is only used to deliver the most valuable business requirements
 Excellent interpersonal skills
 Tenacity
 Highly developed analytical skills

Qualifications

Is this a regulated role?

No