

# Data Manager Job Description



## DATA MANAGER RESPONSIBILITIES INCLUDE:

- Creating and enforcing policies for effective data management
- Formulating management techniques for quality data collection to ensure adequacy, accuracy and legitimacy of data
- Devising and implementing efficient and secure procedures for data management and analysis with attention to all technical aspects

## JOB BRIEF

We are looking for an experienced **Data Manager** to oversee the development and use of data systems. You will discover efficient ways to organize, store and analyze data with attention to security and confidentiality.

A great data manager is able to fully grasp the complexity of data management. The ideal candidate will have a strong understanding of databases and data analysis procedures. You will also be tech-savvy and possess excellent troubleshooting skills.

The goal is to ensure that information flows timely and securely to and from the organization as well as within.

## RESPONSIBILITIES

- Create and enforce policies for effective data management
- Formulate techniques for quality data collection to ensure adequacy, accuracy and legitimacy of data
- Devise and implement efficient and secure procedures for data handling and analysis with attention to all technical aspects
- Establish rules and procedures for data sharing with upper management, external stakeholders etc.
- Support others in the daily use of data systems and ensure adherence to legal and company standards
- Assist with reports and data extraction when needed
- Monitor and analyze information and data systems and evaluate their performance to discover ways of enhancing them (new technologies, upgrades etc.)

- Ensure digital databases and archives are protected from security breaches and data losses
- Troubleshoot data-related problems and authorize maintenance or modifications

## **REQUIREMENTS**

- Proven experience as data manager
- Excellent understanding of data administration and management functions (collection, analysis, distribution etc.)
- Familiarity with modern database and information system technologies
- Proficient in MS Office (Excel, Access, Word etc.)
- An analytical mindset with problem-solving skills
- Excellent communication and collaboration skills
- BSc/BA in computer science or relevant field

**SOURCE:** <https://resources.workable.com/data-manager-job-description>