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# Example of Data Management Consultant Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of data management consultant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for data management consultant

* Support the development of the toolkit by providing inputs into the design of the self-guided modules
* Support the Secretariat to procure a third-party contractor to develop the toolkit and finalize contents of the modules
* Strategically engage with BCtA members and non-members to support the deployment of the toolkit
* Provide inputs into the design of the online and in-person support on impact measurement to BCtA members and other users of the toolkit
* Conduct online and in-person support to BCtA members and other users of the toolkit through individual or group calls/webinars
* Support the on-going development of BCtA’s repository of social performance indicators and tools
* Proactively support the design of impact measurement frameworks and surveys for BIMS participants
* Keep track of BIMS projects status to ensure timely collection of data
* Coordinate the drafting and publication process of BIMS case studies
* Coordinate communications with BCtA members and other stakeholders of the BIMS program

## Qualifications for data management consultant

* Relevant experience in Analytics, Business Intelligence and Data Warehousing in an Industry context or through previous Consulting work
* The ability to demonstrate a logical approach to problem solving
* Proven experience in highly available and scalable solutions including design, deployment and administration
* Strategic vision, strong analytical skills and the imagination required to formulate and validate solutions
* The ability to work in a pressured environment and to achieve targets on schedule
* An understanding of industrial quality principles, legislation and best practice