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# Example of Data Quality Manager Job Description

Our company is hiring for a data quality manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for data quality manager

* Acting in a leadership capacity representing DQM in senior management forums and ensuring appropriate stakeholder management takes place across the DQM function
* Designing, drafting, and updating materials for senior management forums up to ExB level and external regulator briefings
* Project manager for data quality management work packages under the BCBS239 regulatory program
* Central point of contact for ad hoc requests of the DQM team, focusing on managing stakeholders, ensuring requests are prioritized, and validating responses are done in a timely manner and contain content in line with DQM strategy and plans
* Coordinating team management sessions, including quality review, collating and validation of team progress reports
* Managing the key risks, issues, dependencies for DQM Team
* Coordinating bank-wide quarterly communications representing the DQM Team
* Creating detailed project plans
* Preparing for and facilitating regular working groups to drive project progress
* Managing resources that do not have direct reporting lines but are integral to the success of the project

## Qualifications for data quality manager

* 5+ years of Business Intelligence / Data Warehouse development and/or Data Analyst experience
* Preferred data mapping and/or integration documentation experience
* Ability to be flexible, follow tight deadline, organize and prioritize work
* Preferred 1 year experience in Mortgage Banking
* Analyze and interpret Federal and State regulation and NCQA/URAC standards for behavioral health as applicable
* Prior management experience of Quality Assurance and Quality Control processes