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# Example of Data Quality Manager Job Description

Our company is growing rapidly and is hiring for a data quality manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for data quality manager

* Working closely with the THP leadership team to identify available data standards that address the needs of the THP study
* Writing and expanding documentation of measurements and data dictionaries
* Collaborating with a technical development team or data architect to set up data schemas and models from scratch
* Reaching out and establishing relationships with organization that oversee leading practice in interoperability and related domains
* Collecting and understanding the needs from researchers and applying this input into processes
* Proactive and persistent work in educating developers and researchers of the benefits of complying with data standards and monitoring them
* Facilitating the specification of an appropriate set of metadata for each data stream or object
* Supporting outreach, representing the project at conferences, or similar external facing activities
* Identify areas for engagement and client growth
* Collaborate with Business/Information Owners and Data Stewards to establish and maintain 1) Data Ownership Directories, 2) Data Sourcing Catalogs, 3) Data Sourcing Contracts (Publisher vs

## Qualifications for data quality manager

* Must be a critical thinker and sound problem solver
* Experience in, and exposure to, EDM Policy
* Solid understanding of general computer controls (GCCs)
* 2 year of experience working on an implementation team, 3 years working with EWS
* Thorough understanding of the applications and processes the team utilizes
* High performance track record