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# Example of Information Management Job Description

Our growing company is searching for experienced candidates for the position of information management. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for information management

* Work closely with the University’s Functional and Technical Support teams and other relevant IT Services teams to resolve complex user requirements and to ensure data retrieval from software packages and reporting mechanisms are functional and meet departmental and customer needs
* Assist relevant IT Services teams in undertaking user testing as appropriate to support the systems maintenance on a range of different software packages, from time-to-time in accordance with system demands
* Contribute to University IT-enabled business change programmes, as required from time to time
* Share knowledge and train users across the University on reports and reporting software in order that they are used to their best advantage
* Support the Department’s management team in continuously improving University management information capability and the quality of RIS management information report templates
* Support the assessment of software packages on their ability to meet all or parts of specified requirements and advise colleagues and management on their technical suitability
* Provide support for the training, mentoring and professional development of other staff in the University
* Take part in specific working groups, including Data Professionals Community of Practice projects, with colleagues across the University to achieve Departmental and University level objectives including WA, TEF and league table work
* Input into the continuous improvement of Business Intelligence, following the appropriate change procedures and taking part in working groups to inform future development
* Be pro-active in developing skills and knowledge relating to data analysis tools, techniques and good practice

## Qualifications for information management

* Strong communication and negotiation skills combined with an ability to interact effectively with senior leaders, data consumers and technologies
* Collaborative and team-oriented approach to solving business problems
* Background in product, capability, stakeholder and project management
* Self-motivated individual who is able to combine exceptional problem-resolution and critical thinking skills with an ability to apply a business lens to recommendations
* Master degree required and preferred in quantitative field or MBA w/ work experience in information management, strategy, operations or the payments business
* Work experience in the consulting, product development, analytics or big data technologies is a plus