Downloaded from <https://www.velvetjobs.com/job-descriptions/manager-data>

# Example of Manager, Data Job Description

Our company is looking to fill the role of manager, data. 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 manager, data

* Ensure the delivery of the data management aspects of the study, adapting these according to changes in workload and study requirements
* Contribute to research ethics and research governance applications, particularly in relation to data
* Provide professional advice and guidance on the specifications for development and maintenance of IT solutions to support complex research processes and procedures to internal and external customers, using judgement and creativity to suggest the most appropriate course of action where appropriate, and ensuring complex and conceptual issues are understood
* Ensure that the provision of the database management and its continuous improvement is delivered to the institution, proactively changing the delivery according to customer requirements
* Create specific working groups from colleagues across the University to achieve the research group’s objectives
* Develop and deliver training within the PISA research group to ensure all comply with information Governance and security regulation procedures agreed with external partners
* Undertake a variety of administrative duties to support the Division
* Instruct and guide other employees across the University within informatics as required
* Management of relationships with data providers including negotiation of contracts
* Proactive assessment, maintenance and optimisation of existing data sources

## Qualifications for manager, data

* Familiarity with digital file encoding specs, international tape formats and broadcast standards
* Bachelor’s degree from an accredited institution in Data Management or Computer Science is required
* Up to four (4) years of direct experience in Clinical Data Management or related field
* High degree of detail orientation and excellent written and verbal communication skills
* 1 to 2 years digital media, ad operations or analytics experience
* Hands-on experience with popular DMP and sell-side ad technologies