



# Example of Chief Data Office Job Description

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Our company is growing rapidly and is looking to fill the role of chief data office. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for chief data office

- Experience in a financial domain for example capital markets, transaction banking and/or wealth management (beneficial)
- Experience with programming languages such as Javascript (beneficial)
- Experience in designing, developing and delivering training material
- Experience in developing a training strategy and an understanding of different training methods and channels
- Led or been a key member of a team, leading a major change management programme
- Educated to masters degree level in a science based subject, or have the equivalent work experience or qualifications (beneficial)
- Acting as a Scrum champion ensuring the theory, practices and events are understood and used
- Facilitating daily stand-up meetings
- Scheduling sprint planning meetings and liaising with product owners and delivery teams to define stories in advance of each sprint
- Communicating committed stories for the upcoming sprint to the Backlog Owner and Product Stakeholders

## Qualifications for chief data office

- Experience with handling large amounts of data
- Good technical ability with core Microsoft Office products
- Create artifacts to support data definition, data quality criteria definition,

- Document the inventory of the enterprise information maps, including authoritative systems and owners
- Define and manage projects to implement applications for core data domains, derived data, to drive adoption of golden sources, data management standards, or measure adherence to data management standards
- Ensure the data governance deliverables are delivered in a timely manner of high quality