



# Example of Chief Data Office Job Description

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Our innovative and growing company is searching for experienced candidates for the position of chief data office. 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 chief data office

- Facilitate projects related to outbound data to vendors by coordinating with various business groups within AM to meet data requirements
- Manage key partnerships with key stakeholders including AM Lines of Business Product teams, Product Strategy, Marketing and Technology
- Monitoring the team backlog and maintaining an understanding of backlog tracking, burn down metrics, velocity and task definition
- Ensuring Agile methods and SCRUM best practices are adhered to and practiced on a continuous basis
- Inputting into the DataLab roadmap and technology agenda
- Helping to create an innovative and driven culture
- Helping to create a dynamic, modern and innovative development function, based upon iterative best practices
- Directing developers, working with architects and leading by example
- Supporting and ensuring proper facilitation and execution of product delivery practices and methodologies, helping the team accelerate their development and optimise their throughput
- Coaching and mentoring the team in best practice delivery frameworks

## Qualifications for chief data office

- Define and track metrics related to the project or program and the overall data governance roadmap

- Host project and program related meetings
- Document and update materials and agenda for the Asset Management Data Governance Steering Committee, the AM data governance working groups and the data domain specific program's working groups
- Create and manage progress reports or metric reporting on data governance related projects or programs
- Highly skilled in MS PowerPoint, Word, and Excel