



# Example of Enterprise Data Office Job Description

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Our growing company is hiring for an enterprise data office. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for enterprise data office

- Stay current and informed on emerging technologies
- Manage data asset teams supporting Commercial Lines, Claims, Actuarial and Enterprise business functions
- Manage data asset teams supporting Actuarial and Research business functions
- Accountable for meeting the data needs for the business lines, across Invest and Maintenance
- Efficiently manage the delivery and support processes across employees and vendor partners
- Interpret, analyze, and gather additional information related to requirements and specification documentation in order to develop user acceptance test documentation including test plans and detailed test cases
- Develop, document, track, and communicate as needed/requested test summary reports including test plans, test cases, testing results, testing analyses, and unresolved problems
- Conduct and/or represent Enterprise Client Information Services (ECIS) in meetings, including Core Team Meetings, Testing Meetings, Defect Meetings
- Develop/maintain expert knowledge of assigned computer applications, software, host systems, and other related applications, such as third party vendors, operating in the same or integrated environments
- Serve as lead Analyst on assigned projects and corporate projects

## Qualifications for enterprise data office

- Proven track record as a results-oriented IT leader that collaborates well with business leaders and manages outcomes holistically and accurately
- 10+ years of building and/or managing large scale data assets
- Proven track record as a results-oriented technology leader that collaborates well with business leaders and manages outcomes holistically and accurately
- Must have Bachelor's in Computer Science or related field
- Must have 5 years of progressive experience in IT Analyst/Consulting positions performing testing, quality assurance and project management processes and system analysis