



# Example of Enterprise Data Office Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of enterprise data office. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for enterprise data office

- Overseeing evaluation of all EDO projects and ensuring the alignment with the data strategy
- Ensuring effective communication practices are established with key partners
- Develop Data Quality framework
- End-to-end data analysis, data issue definition, root cause analysis and remediation
- Support key business initiatives and projects by identifying and recommending appropriate data quality measures / controls
- Develop rollout plan and lead delivery of business reporting, working in collaboration with business and IT teams
- Act as an advocate and subject matter expert to support the implementation of efficient and effective data quality controls and issue management processes
- Provide knowledge and expertise to influence a broader data management culture across the Enterprise
- Work with Business Units to understand data quality pain-points, including tool capabilities and data quality processes
- Help define and manage metrics and KPIs to support business driven meaningful, actionable decisions

## Qualifications for enterprise data office

- Experience in tracking many projects within a portfolio

- Deep knowledge and proven success in designing, developing and deploying analytical models (Data Manipulation, Machine Learning/Predictive Models, Model evaluation, Productionalization)
- Experience working with structured data and unstructured data
- Expert-level experience developing analytical models utilizing the CRISP-DM framework
- Expert-level knowledge of either the R or Python programming languages and meaningful advanced analytics libraries and/or packages