



Example of Enterprise Data Office Job Description

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Our company is growing rapidly and is hiring for an enterprise data office. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for enterprise data office

- Collaborate with other data management colleagues (e.g., metadata) to help mature Data Management processes
- Provide input to establish, manage and track an Enterprise Metadata Management three year roadmap
- Understand Enterprise Data Office business capabilities, operating models and frameworks and translate those into requirements for the data governance and quality technology platform
- Spearhead working sessions with technical resources and business users, providing thought leadership to clearly articulate business requirements
- Complete information gathering and analysis to define and document detailed business requirements success criteria, test cases, training materials, user guides and other communications
- Quickly learn Informatica Axon functionality and capabilities to become an authority on our team
- Perform validations and testing for implementation
- Enable data governance managers and end users with adoption of the platform
- Assist in the creation and maintenance of a data dictionary/business glossary and other data governance metadata in Informatica Axon
- Assist in defining metadata standards and requirements, auditing metadata quality while maintaining frameworks and standards

Qualifications for enterprise data office

- Expert-level presentation and communications skills, and is highly experienced in working closely with senior or executive leaders
- BS in STEM field, preferably Computer Science, Math or Statistics
- Masters Courses in Data Science, Business Analytics Applied Statistics
- At least 6 years of Experience as a Data Scientist and Associate Data Scientist
- Expert-level, diverse portfolio of analytical products that illustrate knowledge and experience in the above areas (Scripting, Analytical Modeling, Visualization .)
- Certified Analytics Professional Certification