



# Example of Enterprise Data Office Job Description

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Our company is growing rapidly and is hiring for an enterprise 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 enterprise data office

- Provide input to establish, manage and track an Enterprise Data Quality Management three year roadmap
- Build, maintain, and evolve a set of analytical data assets for the various lines of business, in support of their business strategies
- Build trusted partnerships with various stakeholders
- Ensure portfolio projects are successfully executed and delivered on time, on budget, and with high quality
- Lead and manage approximately 14 agile teams across multiple geographic locations, including Directors, Managers, Scrum Masters, Data Engineers and Business Data Analysts
- Provide leadership, mentoring, and coaching to direct reports
- Create a high performing team that has a culture of continuous learning, collaboration, and is focused on business outcomes
- Successfully manage relationships with multiple vendor partners
- Be a thought leader and organizational change agent who can help foster a data-driven culture while simplifying the data ecosystem and improving the organizational speed-to-insight
- Single point of contact for the Finance organization in managing the EDO financials

## Qualifications for enterprise data office

- Business intelligence and/or ETL programming in various platforms including DB2, Mainframe, and SQL Server
- Applying demonstrated knowledge of BI and Reporting tools to include QlikView, SAS, and SAS Enterprise Guide
- Gathering/analyzing requirements, translating requirements into technical/functional specifications, and testing/validating strategies
- Designing analytical reports and building dashboards to provide visual analytics
- Bachelor's degree or Master's degree in relevant field