



# Example of HR Data Management Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is growing rapidly and is looking for a HR data management. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for HR data management

- Management for day-to-day operations for the HR Data Steward generic inbox
- Provide day-to-day operational guidance and direction to HRDS team
- Raise awareness of system access gaps, risk or concerns to management & IT teams to arrive at a sound business solution
- Manage specialized projects (i.e., Compensation Tools, internal re-organizations)
- Collaborate effectively with key partners and internal teams
- Ensure consistency in processes and procedures
- Accountable for ensuring completion and filing of the annual security attestation processes
- Identify, manage and escalate issues or risks appropriately
- Lead the HR Services Access Management COE, providing advice and counsel to functional groups on system access best practices
- Support Identity & Access Management (IAM) initiatives and ensure compliance with related systems and tools

## Qualifications for HR data management

- Ability to manage the execution of complex recurring processes involving multiple stakeholders and functional groups
- Recommending, identifying, and implementing cost effective processes to

- Demonstrated ability to develop, implement & support and governance processes
- Demonstrated excellence in verbal, written & presentation skills
- Ability to effectively manage the conflicting priorities of multiple stakeholder groups
- Understands the broader issues and proactively seeks opportunities to add value