



# Example of Manager, Data Job Description

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Our innovative and growing company is looking for a manager, data. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for manager, data

- Develop or lead in the review of a Data Management Plan (DMP), when applicable, that outlines database design and testing, CRF flow, data queries, manual checks, coding, SAE reconciliation, third party vendor reconciliations, specification of data listings needed to facilitate data cleaning in accordance to a Data Review Plan, data lock and archiving
- Develop and test edit specifications which may include the development of test scripts used for UAT perform/coordinate UAT testing
- When applicable ensure coding has been performed and reviewed by Medical Coder, Perform external data reconciliation, Provision of data management related metrics, provision of specific data listings as required by the medical group and review when necessary
- Participate in CRO selection if required
- Be able to Review SOWs for data management activities and costs in contracts
- Interact with CROs in the design and development of databases that are compatible with company needs, monitor progress of data management activities in CROs
- Become an expert on the data and the underlying schemas for each project
- Understand and address data quality issues unique to each project to ensure that the data are valid, clean and ready for analysis
- Work with stakeholders to understand the questions they would like answered with the data, and help define which data need to be used to answer these questions
- Work to understand the data warehousing needs of the projects and work

## Qualifications for manager, data

- Familiarity with website design and layout
- Manage ETL processes where needed
- Knowledge of how to collect data from different information sources and distribute them to users
- Knowledge of an organization's existing and planned Information Architecture and Information Management (IM) methodology
- Strong relational database and database management skills including authentication management
- Guides team on data capture methods (paper, EDC )