

# Senior Manager - Data Steward

Job ID  
REQ-10015750  
Aug 12, 2024  
Indien

## Summary

To support Data Quality by providing stewardship services

Thorough DQ monitoring, issue management, remediation by collaborating with Data Governance team, Data Owners and other stakeholders.

Implementation of Data Quality Governance framework and processes

Ensure to maintain the Quality of Master Data through out the business process

Provide guidance and set standards of functional excellence in methodologies, processes and SOPs to enable enhancement of Global & Local data operations

## About the Role

**About the role:** Data Steward has accountability for day-to-day management of data. They are the Subject Matter Experts who understand and communicate the meaning and use of information. They are responsible to work with the Data & Business Owners to implement data quality standards & process.

## Key responsibilities:

- Execute data stewardship tasks, using common methods & tools. Collaborate with business in defining business rule for the data and documenting metadata for various data elements. Collaborate with Data Governance team providing inputs for Data Standards and Process as per insights gained from the data
- Develop good understanding of Finance business processes, end-to-end business and data functionality. Work closely with the Data Owners, Data Governance and Data Quality, Global Process Owner (GPO) to ensure execution of data stewardship tasks as per aligned stewardship process and standards
- Liaise with the Functional Data Owners, Business Owner, Data Maintainers, to discuss and resolve Data Quality issues. Continuously monitor progress of data quality KPIs and ensure adherence
- Ensure continuous and effective communication with relevant team members, stakeholders and colleagues in relation to stewardship activities. Review and approve data exceptions for the data created by Data Owner/Maintenance team
- Collaborate effectively with data community, to facilitate shared learning between Business Users and Stewards and to promote active Data Quality Governance through the Finance Master Data Team
- Ensure exemplary communication with all stakeholders including internal associates through regular updates with focus on accomplishments, KPIs, best practices, change management, key events etc. Implement continuous process improvement projects to improve data quality & productivity
- Implementation of Data Quality Governance framework and processes. Ensure to maintain the Quality of Master Data through out the business process. Provide guidance and set standards of functional excellence in methodologies, processes and SOPs to enable enhancement of Global & Local data operations

**Essential Requirement:**

- MBA / Master's degree from reputed University in Pharma, Computers or IT or equivalent
- Overall 9-14 years of experience working as a data steward for key business functions such as supply chain, procurement, finance, HR etc.
- Hands-on experience in working in Data Governance, Master data and data management domain
- Hands-on experience in Collibra, Axon, Talend, Alation or any such tools

**Desirable Experience:**

- Ability to work with Data Stewards and Data Quality teams in creating meaningful insights, which include data quality KPI's, policies and standards
- Familiar with process set-up, Data quality KPIs and operational issues / management
- Strong capabilities in reporting & operations management.

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Division

Finance

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Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Audit und Finanzen

Job Type

Full time

Employment Type

Regular

Shift Work

No

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inclusive workplace that cultivates bold innovation through collaboration and empowers our people to unleash their full potential.

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