

Data Manager Job Description

Job Brief:

_____(Company name) is looking for a Data Manager to join our Operations team to work as a part of the Operation and Administration department. You will be responsible for identifying efficient methods to collect, organize, store, and analyze data while maintaining strict security of internal data of our workers and clients. This role has a huge impact on our organization's operational procedures by implementing and maintaining clear and effective data management practices.

About the team:

Current recruitment team consists of _____ specialists and the Team Manager, who will gladly assist in your on-boarding and professional development. Together you are going to work with our clients from _____ industries (add usual industries of the clients at the Company) and much more!

About the Company:

Add information about your Company: specialization and expertise, office locations, team values, social media links, ect.

_____ (Company name) is a software engineering company that specializes in building end-to-end software solutions and provides full-cycle software development services. We help companies to turn their business ideas into great marketable products. Our development centers are located in _____ (Country \City information). Our range of technologies includes web-based and client/server applications written in _____ (the list of technologies).

We care greatly about our team and provide the best working and recreation conditions in order to boost friendly relations and create an environment that ensures peak performance.

Follow us on: _____ (social media links).

Any additional internal information will help the candidate to become more familiar with your corporate culture and will help you to select a better fit even before applying!

Requirements:

- Bachelor's Degree in Organizational Administration or related field (if required);
- _____ years of experience in the similar role;
- Practical experience with data administration and management functions (collection, analysis, distribution, etc.);
- Practical experience with collecting and protection of sensitive data (personal documents, internal policies, etc.);
- Familiarity with modern database and information system technologies;
- Proficient in MS Office (Excel, Access, Word, etc.);
- Excellent time management skills;
- Excellent analytical and problem-solving skills;
- _____ level of English (or other required language).

Responsibilities:

- Overview and analyze the current flows of data management in the organization;
- Create and enforce policies for clear, secure and effective data management;
- Introduce techniques for quality data collection to ensure adequacy, accuracy and legitimacy of data;
- Implement clear and secure procedures for data handling and analysis with attention to all sensitive data inside the organization;
- Establish rules and procedures for secure data sharing with internal and external stakeholders;
- Monitor and analyze current information and data systems and evaluate their performance to discover ways of improvement or replacing them;
- Troubleshoot data-related problems and authorize maintenance or modifications.

Social package and Benefits

- Competitive compensation with regular performance reviews;
- ____ compensated vacation days during the calendar year;
- ____ compensated sick leaves days during the year;
- Add additional special benefits provided by your Company (insurance \ education coverage \ sports \ ect);
- Add type of cooperation and employment: employment \ contractor \ etc;
- Add working hours for the role;
- Add working type for the role: onsite \ hybrid \ remote.

Interview stages for the role

- Introduction screening - (Google Meet \ Zoom call 30–60 mins)
- Professional interview with - (Google Meet \ Zoom call 60-90 mins)
- Managerial interview - (Google Meet \ Zoom call 30–60 mins)
- Test task (optional)
- Feedback
- Job offer.

CV processing information block

Thank you for your application and your interest in our vacancy. If we have not contacted you within a week it means at the moment you are not qualified for this vacancy. Nevertheless, we will save your CV in our database and will contact you when we open a relevant vacancy for your qualifications.

Data processing agreement block

By sending us your CV, you agree to the collection, storage, and processing of your personal data in accordance with _____ (Company name) Privacy Policy and the General Data Protection Regulation (GDPR). We may use your personal information, including your name, contact details, employment and business history, education, and other relevant information contained in your CV, to evaluate your job application and to contact you regarding job opportunities that match your skills and experience. We will not use your personal information for any other purpose without your explicit consent.

Notes

Data Management job description: Begin by outlining the overarching goal of data management within the organization, emphasizing the data manager's role in overseeing the development and implementation of policies, systems, and procedures for effectively managing data. Highlight the importance of ensuring data accuracy, security, and compliance with relevant regulations.

Include in the Data Manager description the qualifications and skills required for the role, such as a degree in Data Science, IT, or a related field, experience with database management software, knowledge of data privacy laws, and proficiency in data analysis and reporting. Stress the importance of analytical thinking, problem-solving skills, and attention to detail.

Data Management tasks: Detail specific tasks such as developing data management plans, supervising data management teams, ensuring database security, implementing data standards, and conducting regular audits to verify data integrity. Mention the responsibility for staying updated with the latest data management technologies and best practices.

If it's Data Lead job description, focus on the leadership and strategic planning aspects of the role, including guiding the direction of data management strategies, coordinating with other departments to ensure data needs are met, and leading projects to improve data collection, storage, and analysis processes.

For roles with a project management focus, write a Data Project Manager job description and include responsibilities such as planning and overseeing data-related projects, ensuring projects are completed on time and within budget, and coordinating between various stakeholders to meet project objectives.

Data Management roles and responsibilities: List core responsibilities, including overseeing the collection, storage, management, quality, and protection of data. Mention the role's involvement in developing policies for effective data management and ensuring that data strategies align with organizational goals.

Incorporating these notes into your Data Manager job description template will create a comprehensive guide that outlines the essential functions, responsibilities, and qualifications for the role. It will help attract candidates with the necessary expertise in data management and the leadership skills required to oversee the organization's data management strategies effectively.