

City of Edinburgh Council job description

Post title	Data Quality Manager
Directorate	Chief Executive
Service	Data & Performance
Responsible To	Edel McManus
Number of post holders	1

Purpose of job

The Data Quality Manager will be responsible for identifying, implementing, and maintaining a comprehensive quality framework, governance, processes, and practices for the council

This role is crucial in ensuring the accuracy, consistency, and reliability of data across all departments.

The Postholder will also develop and oversee an incremental delivery plan to continuously improve data quality standards and practices.

The postholder will be required to work with senior leaders and service teams across the Council to implement and embed the framework and a data driven culture within the organisation.

The what - major tasks and job activities

- Lead on the design, development and implementation of a robust data quality framework for the Council.
- Define, document, and implement data quality processes, practice and standards for the business. This includes defining what constitutes high-quality data and setting benchmarks for accuracy, completeness, consistency and timeliness.
- Develop and implement data governance roles, including Information Asset Owners, Data Stewards, and other necessary roles to ensure effective data quality management.
- Establish appropriate training and support to enable officers to effectively execute the responsibilities of the data governance roles
- Develop and manage an incremental delivery plan to ensure continuous improvement in data quality. Engage with the Senior Leadership team to gain buy in and support prioritisation and implementation of the delivery plan.
- Conduct regular data audits to identify and rectify data quality issues and support data Stewards/service teams to develop audits and monitoring within their own service areas.

- Identify and leverage technology and tools for data quality management which could automate monitoring data, quality, identify anomalies and ensure compliance with data standards.
- Promote a data driven culture within the Council where decisions are based on data. This involves integrating data quality into the decision-making process and highlighting the benefits of high-quality data.
- Establish and deliver employee training and awareness on data quality best practice.
- Foster a culture of continuous improvement by regularly reviewing and updating data quality practice. Encourage feedback from stakeholders to identify areas for improvement.
- Generate and present regular reports on data quality metrics and improvement initiatives.
- Make significant contributions to data strategy, setting standards and leading the professional practice for quality.

The how - knowledge and skills, creativity and innovation, contacts and relationships, decision making

- Degree in Computer Science, Information Systems, or a related field. or a combination of education and relevant experience
- Experience demonstrating proficiency as a Data Quality Manager or similar role, delivering robust data quality frameworks within a large complex organisation
- Good knowledge of data profiling, data validation methodologies and data quality metrics
- Experience demonstrating hands-on experience with data quality assessment techniques and data cleansing processes and practice.
- Good understanding and experience of metadata management including data catalogues, data dictionaries and business glossaries
- Proficiency in data analysis and tools such as SQL, Microsoft Fabric/Power Bi etc
- Experience of using data quality technologies such as Microsoft Purview, Talend or similar
- Good knowledge of data governance principles and best practices.
- Leadership and project management skills to guide teams and manage multiple priorities.
- Builds and maintains excellent working relationships with a wide range of people, gaining credibility at all levels, including partners and suppliers.

Environment - work demands, physical demands, working conditions, work context

- The postholder will be responsible for managing a number of concurrent data quality projects ensuring that competing demands are effectively prioritised and managed
- Self-motivated using own initiative to take a proactive stance towards work, trusted to deliver on obligations, respects deadlines, and ensures they are adhered to.

- Although the post may be exposed to some physical demands these will be predominantly within the range of normal office-based activities
- Although the post may be exposed to some adverse working conditions these will be predominantly within the range of normal office-based activities.'
- 'Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required of a council employee.'

Supervision and management of people

- The postholder will often have project management responsibility over other staff as appropriate. Particular projects, working groups and other tasks are likely to require the post holder to take responsibility for staff from other Council areas and/or external agencies, and to chair and manage project teams.
- In this role, the post is expected to effectively and diplomatically advise Corporate Leadership Team, senior managers, managers and staff across the Council on key actions required to implement continuous improvement and key business decisions.

Resources the job holder will be responsible for

- The postholder will be responsible for the development and implementation of a data quality framework to effectively manage and maintain the council's data assets.
- The postholder will be responsible for identifying and procuring technology to support data cleansing and monitoring data quality.

Additional information - health and safety (DO NOT AMEND THIS SECTION)

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees' responsibilities:

1. Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions.
2. Co-operating with management and following instructions, safe systems and procedures.
3. Reporting any hazards, damage or defects immediately to their line manager;
4. Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).