

Data Steward

Basic information

Scale: 1

Job family: Business Services

Terms: Permanent

Location: Cheltenham

Reports to: Senior Data Steward

Direct Reports: N/A

Team: Data Quality and Audit

Business unit: Operations

Date reviewed: February 2021



Job purpose:

To provide effective control, stewardship and management of the organisations data assets. Helping to provide business users with high quality data and metadata that is fit for purpose and easily accessible in a consistent manner, improving the value and quality of information and decreasing the costs associated with non-quality information.

To achieve this, you will be responsible for defining, measuring and monitoring of the quality to ensure that the data and metadata meets agreed quality standards and conforms to policy/data guidelines throughout the data journey of collection, storage and sharing.

You will be expected to provide expert advice and guidance on data both externally and internally and be proactive in improving its management and in maximising its potential.

Key accountabilities:

- You will be required to act as a contact to UCAS colleagues, to member institutions and other organisations in the sector to provide support, advice and information on their data sets
- To help resolve any data issues you will be required to extract data for analysis and make decisions relating to data
- On occasions you will be asked to analyse the impact on data of requests for change to include any development of UCAS products or services, to contribute to the requirements for these changes that affect data, and advise the initiator of the change
- One of the main parts of your role will be to proactively identify improvements in the collection, storage, management, interoperability and dissemination of the data and make recommendations to the appropriate Information Asset Owner
- You will also be required work with ETL developers & Data/Solution Architects to establish required flows of data around the organisation and implement processes to support them to include the ability to specify data structures / requirements for new or existing developments and initiatives
- Part of your role will be to proactively investigate/implement external standards, keeping abreast of sector developments

- You will have responsibility to alert the Senior Data Steward and the appropriate Information Asset Owner of real or potential situations which could adversely affect the organisations operations as far as the data related to your role as a Data Steward
- You will be expected to ensure effective Metadata management to include meaning, purpose, business rules and usage and champion the principles of good data and metadata management across the organisation.
- You will need to be able to contribute to local and company-wide activities to ensure that the data guidelines as agreed by the Data Governance Board are never compromised
- A key aspect of your role will be to control and manage reference data in line with national or sector standards
- Lastly you will be proactive in promoting the role of Data Stewardship across the organisation particularly for any new digital initiatives and have an understanding of working in an Agile way.

Skills, qualifications, and experience:

- Educated to higher education level or significant proven work experience
- Experience of data management and data structures ideally within the Education sector
- An understanding of good data and metadata management practice and principles
- Meticulous attention to detail
- Excellent communication and interpersonal skills
- Communicates issues and highlights relevant possible issues
- Ensures satisfactory resolution of issues and where necessary creates & reviews procedures to ensure issues do not reoccur.
- Monitors the effectiveness of procedures and makes changes to current practice
- Excellent analytical and problem-solving skills particularly in terms of assessing quality
- Proven ability to work to tight deadlines
- Awareness of Data protection legislation and relevant standards (e.g. BS27001) and encourages adoption of standards and promotes their use across the business
- Ability to communicate technical information to a non-technical audience
- Demonstrate a working knowledge of relational databases, such as Oracle; methods and tools for extracting data such as SQL, Business Objects; and methods for data transfer such as XML
- Good business analysis skills to examine processes, interpret information from various sources and present in a coherent, clear, concise manner.
- Good working knowledge of Microsoft Office & associated tools to analyse data
- Knowledge of, or ability to acquire knowledge of the Education sector, learn new systems, accept new challenges with enthusiasm and adapt quickly to different environments and new procedures
- Takes action as recommended and ensure that all parties are kept informed
- Looks at the wider picture when making changes or decisions and considers the impact on others, consulting with customers before changing or removing a service
- Recognises deadline dependencies and allocates resources accordingly
- Plans and devises schedules to achieve departmental and corporate objectives
- Plans effectively to deliver to day-to-day workload objectives for self and members of team including working with junior and senior colleagues to achieve these objectives.

This role profile sets out the scope and main duties of the post at the date when it was drawn up. Such details may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the level of the post. All UCAS employees are expected to be flexible in undertaking the duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility.

Our values in action:

Customer-focused – We understand what our customers want, and we act on their changing needs.

Collaborative – We collectively create an engaging and positive work environment.

Accountable – We take ownership of our individual and organisational performance.

Service excellence – We realise, grow, and maximise our potential.

Trusted – Individuals are trusted to make informed decisions and take appropriate risks.