

job description



Position title	Data Steward
Division	Technical Team – Process Optimisation

Purpose

The data steward role purpose is to manage efficiently data life cycle and strongly improving data quality, accuracy & efficiency through improving the following areas:

Data Governance – Setting clear governance on data roles and rules.

Data Architecture – Defining an integrated and streamlined data architecture across business systems.

Data Analytics – Create high business value through data visualisation and best practice data science techniques.

Data Culture – Foster a strong culture on data to ensure strong delivery of information to customers.

Data Family and Community – Be part of and participate in the Data Family Organisation.

Key responsibilities

- To apply Data Governance principles & ensure Data Quality on a day-to-day basis
- Check data quality in databases regularly
- Develop reports on business activities
- Monitor & improve data quality across data processes
- Prioritise improvement actions based on business requirements
- Manage operational data input across platforms & business units sharing success from other SUEZ entities
- Harmonise data definitions
- Aid data owners creating data rules and their successfully implementation
- Ensure Data Protection compliance rules on data processes and provide support to data owners
- Escalate when a non-conformity or a risk is detected
- Support change management by improving data culture, share best practices, organise training
- Participate in the group Data Taskforce
- Communicate effectively with customers
- Strong collaboration with business teams and interface between business and IT
- Implement data validation techniques to aid data accuracy

Skills

- Effective communication both verbal and written
- Business intelligence tools desired
- Data science / problem solving skills
- Aptitude to learn and collaborate with multiple teams
- Possesses organisational skills
- Extensive keyboard skill and IT literacy, including experience of Microsoft Office (Word and Excel).
- Ability to manipulate data in a spreadsheet
- A proactive learning approach to adopting role changes
- Ability to influence internal stakeholders
- Self-driven with the ability to follow and write instructions
- Strives always to be right first time, every time by having a keen focus on accuracy and attention to detail
- Has a passionate strong sense of commitment to the team and is able to work collaboratively to deadlines

Behaviours

In line with SUEZ R&R UK's Health and Safety Policy the job holder is expected to;

- Take reasonable care of his/her own health, safety and welfare and that of other people who may be affected by his/her actions or omissions.
- To cooperate with SUEZ R&R UK and with other employees in order to comply with health and safety law and SUEZ R&R UK's Health and safety Policies and Procedures
- Not to misuse or interfere with, intentionally or recklessly, anything provided in the interests of safety.
- To ensure that within his/her areas of responsibility, SUEZ R&R UK complies fully with its legal duties in respect of the health, safety and welfare of its employees and of other people who may be affected by his/her actions or omissions.
- To ensure that the responsibilities commensurate with his/her role as laid out in the Health and safety policies and Procedures are fully met.

In line with SUEZ R&R UK's Values and Ethics Charter the job holder is expected to;

- Act in an honest, responsible and respectful manner to others.
 - Be responsible for their own professional conduct.
 - Comply everywhere and in all circumstances with the laws and regulations connected with their activities.
 - Comply with our obligations to our partners such as shareholders, associates, clients, suppliers and the community.
- Any other duties that are reasonably requested within the scope of the job role.

Knowledge

- Knowledge of the waste industry is advantageous
- Knowledge of BI systems is advantageous
- Microsoft Office suit

Specific candidate requirements

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Qualifications

- Ideally have some previous experience with data administration and must be computer literate; be able to use Microsoft Office to at least an intermediate level, use databases and possesses ability to learn new systems
- GCSE Maths and English Language at Grade 4 (C) or above.
- Level 3 Qualification (A-levels / BTEC or equivalent)
- Qualification in Data science or equivalent advantageous but not required
- Excellent communication and listening skills
- Complete tasks to deadlines in a busy environment and have excellent organisational skills
- Some experience of problem solving and dealing with internal and external customers
- Works well as part of a team but can also work on their own using their own initiative

Please note: The content of this job description reflects the main duties and responsibilities of the job and is not intended to form part of the contract of employment. SUEZ may revise the content of the role and responsibilities at its discretion.