Role Description			
Practice Group	International Operations		
Product Group	Information Technology		
Sub-Team	Data and Analytics Team		
Role	Data Governance Manager		
Job Family	4	Contract Type	Perm

About Eversheds Sutherland:

Eversheds Sutherland represents the combination of two firms with a shared culture and commitment to client service excellence. We are each known for our commercial awareness and industry knowledge and for providing innovative and tailored solution for every client.

As a full service law firm, we act for the public and private sector across the UK, Europe, Middle East, Africa, Asia and the USA providing legal advice to clients across its company commercial, human resources, litigation and dispute management, and real estate practices.

With 67 offices across 34 countries worldwide, we have become one of the largest law firms in the world and a great place to work and develop your career.

The Role:

Reporting to the Head of Data and Analytics, the data governance manager will be focused on initiating and embedding good data governance across the firm.   Driving a culture of informed decision making based on clean, consistent, understandable and quality data. Clearly defining roles and responsibilities for data and working with those stakeholders to drive quality improvements whilst ensuring the protection of data in its use.

The scope of this role covers data at the point of creation through to its enrichment and consumption within reporting and analytics.

Primary Responsibilities of the Role

- Data Governance manager will develop and deliver a Data Governance roadmap to enable the delivery of quality data and analytics projects that are aligned with ESI data ethics standards.

- Facilitate the development and implementation of data quality standards, data protection standards and adoption requirements across the firm

- Roll out a firm wide data governance framework, with a focus on improvement of data quality and the protection of sensitive data through modifications to organisation behaviour policies and standards, principles, governance metrics, processes, related tools and data architecture

- Define roles and responsibilities related to data governance and ensure clear accountability of the firm's principal data assets
- Work with Data Owners to determine data quality criticality and focus, turning this into data quality improvement plans

- Be accountable for the maintenance and upkeep of the business glossary / data dictionary incl. standards, quality criteria, criticality and sensitivity.

- Drive alignment of standard definitions resolving disputes for common descriptors / terminology.

- Own, maintain and promote a up to date data dictionary and other appropriate metadata management tools to enable the business to understand their data assets and drive for single source of the truth.

- Ensure effective tracking and reporting (# owners, signed off definitions etc.) of data governance progress.

- Work in collaboration with the Risk team with regards to creation and adherence to data

policies and controls.

- Manages a high, and sometimes complex, workload day to day with the ability to prioritise work and achieve time sensitive deadlines whilst keeping a focus on the long term wider strategic goals of the team.

- Collaborates with the Risk and IT teams to ensure that relevant IT and Risk policies are adhered to and that any legal technology matters are compliant with data integrity, security, quality and procurement policies.

Capabilities, knowledge and behaviours:

- Strong day to day self-management with a focus on service excellence and delivery whilst role modelling exemplary behaviours in line with the firm's purpose and values.

- Excellent communication skills in a variety of situations and when dealing with a variety of stakeholders.

- Ability to influence senior business stakeholders.

- Confident and credible in dealing with stakeholders with the ability to build lasting and strong relationships.

- Innovative and solution oriented with a positive outlook.

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Experience:
- Essential:
    o Previous experience in data governance roles
    o Experience of project / program delivery
    o Expert knowledge of data management methodologies, techniques, tools and best practices.
    o Knowledge of data policies and controls, metadata, master data, data lineage and embedding data governance activities within BAU

- Desirable:
    o Legal industry experience