

Manager - Data Steward

Job ID
REQ-10030566
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Résumé

- Novartis Technical Operations (NTO) Global Operations Center (GOC) Data Governance team is setup to develop and maintain the right metadata, master data, data quality parameters, data lineage, KPI reports and workflows to ensure that data is governed, consistent, reliable and easily accessible for decision-making while ensuring data is maintained across NTO as per Pharmaceutical regulatory and compliance requirement.
- The Data Steward Manager has responsibility for day-to-day management of data. They are the Subject Matter Experts who understand and communicate the meaning and use of information. They are responsible to work with other Data Stewards across the organization as the governing body for most data decisions and issue resolutions. They will represent the Data Owner in most discussions. Data Stewards utilize the Data Owners and the Governance Steering Committee when the Stewards Council cannot resolve a data issue.

About the Role

Major Accountabilities:

- **E2E Responsibilities**
- Create & communicate standards, benchmarks and processes for the daily execution of data stewardship tasks, use of common methods & tools
- Collaborate closely with the Data Champions, DQ Experts and Data Solution designers to ensure alignment between central DQ activities and the stewardship community
- Liaise with the Functional Data Owners, Data Champions, Data Stewards & IT organization to calibrate, discuss and resolve Data Governance and Quality issues
- Own, create and maintain the metadata, data quality parameters, data lineage, KPI reports and workflows to ensure that data is governed, consistent, reliable and easily accessible
- Continuously monitor progress (with particular focus on DQ KPIs) and track benefit realization of use cases and delivery of intended results
- Ensure continuous and effective communication with relevant team members, stakeholders and colleagues in relation to stewardship activities
- **Adherences**
- Adherence to the Novartis Values & Behaviors
- Ensure exemplary communication with all stakeholders including internal associates through regular updates with focus on accomplishments, KPIs, best practices, change management, key events etc.
- Implement continuous process improvement projects to improve data quality & productivity.
- **Support**
- Implementation of Data Governance framework and processes
- Be the change catalyst and champion of data governance
- Provide guidance and set standards of functional excellence in methodologies, processes and SOPs to

enable enhancement of Global & Local data operations

Relevant Experience

- Overall 9+ years of experience working as a data steward for key business functions such as supply chain, Quality, or Manufacturing in Pharma or Life Sciences industry.
- Proven experience in building data dictionaries, business glossary, data catalogs and providing insights around data quality KPIs.
- Proven experience in owning quality of data assets (approvals/exception handling), Identification of Business Rules, data KPIs on a day-to-day basis within the framework of established data governance.
- **Education & Qualification**
- Bachelor / Master's degree from reputed University in Pharma, Computers or IT or equivalent

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Functional Area
Opérations techniques
Job Type
Full time
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Regular
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