

Position: Data Office Specialist
Department: Data Governance Office
Level: Manager - Assistant Vice President

Job Description:

1. Support the data foundation building and the execution of the Data Governance Office strategy toward bank-wide data initiatives related to Data Management, Data Quality and Metadata management.
2. Set up Data Standards, Frameworks and Guidelines related to data, and ensuring compliance of the organization to both external and internal regulators.
3. Form data community tight relationship with identified data owners from each domain throughout the bank and assess data maturity gaps in the organization.
4. Strengthen the bank data competency in having data knowledge management in place through awareness, knowledge sharing, training, and e-learning.
5. Identify Bank Critical Data Elements with Business units and own overall monitoring of the Critical Data Elements Quality.
6. Liaise with relevant experts to demonstrate that data privacy (PDPA) and protection, (cyber) security, and access are properly managed and controlled within the organization.
7. Liaise with the data owners and relevant experts in the organization to ensure compliance, operational and IT efficiency related to data
8. Drive the development and deployment of the data and analytics platform. Identifies and prioritizes business projects and enterprise data initiatives utilizing data science capabilities.
9. Ensures the Data Governance Policy and relevant standards/procedures are reviewed periodically.

Qualifications Required:

- Master's or Bachelor's degree in Business Administration, Computer Science, Computer Engineering, Data Science or other related field.
- At least 8 years of relevant experience in Data Management, Data Governance, Data Stewardship or Banking Data Processes. Direct experience in banking industry would be advantage.
- Skill and Knowledge:
 - IT **Background.** Demonstrated information management (IM) and quantitative skills including working knowledge of IT infrastructure, various technologies/platforms and aligned vendor solutions and the capabilities they bring as well as experience leading major IM programs in key business areas.
 - Quantitative mind set.** Ability to develop a business case and performance metrics to secure program funding/resources and to measure business value.

Business perspective. Expertise at the intersection of risk, financial and customer domains to drive business value and awareness of the FSI regulatory environment to help enable compliance and risk management through effective use of data.

Program leadership. An understanding of organizational design and the ability to shape and drive large-scale, cross-functional, multi-level programs around people, technology, processes and tools-balancing long-term strategy with quick wins.

Communication skills. Ability to sell the agenda and educate cross-functional stakeholders about the embedded value to the enterprise of available data, serving as a change agent for the organization to overcome cultural resistance often fuelled by a “not-invented-here” mind-set.

Enthusiastic. Executive leadership commitment to champion data as a strategic business asset to drive significant new revenue opportunities across the enterprise.

Visionary. Strategic foresight to identify new business models, capture opportunities arising from technology and data advancements, deflect potential problems, and develop innovative, forward-facing capabilities that provide long-term competitive advantages.

Disruptive. Confidence to bring up new ideas and uncomfortable subjects and to counter “not-invented-here” or “not worth the effort” attitudes to drive transformative change.

Collaborative. Willingness to serve as a “bridge-builder” and facilitator to traverse divisional siloes, create synergies between business and technology functions and align shared efforts to enable measurable business outcomes.

Agile. Capacity to deliver value to the business quickly and often by applying a pragmatic approach to develop governance and foundational data capabilities and avoid elongated initiatives to build “frameworks” that lose connectivity with the front line of the business.

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