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| **JOB DETAILS** | |
| **Job Title:** | **Data Quality Analyst FTC (repurposing Data Governance manager role – 12 months FTC)** |
| **Function: Department** | **Digital / Data** |
| **Location:** | **Milton Keynes / Manchester** |
| **Reporting to:Reporting To** | **Data Warehouse Manager** |
| **Effective Date:irect Reports** |  |
| **Financial Scope/Operating Budget/Revenue (P&L) (If Applicable)** |  |
| **Old DPG Grade/New DPG Band:** |  |

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| JOB PURPOSE & RESPONSIBILITIES |
| **Job Purpose:**  The Data Quality Analyst is responsible for supporting the quality assurance process during the migration of our data platform to the cloud. This includes ensuring data integrity through ETL processes and validating that data is in the expected format and value at the end. |
| **Key Responsibilities/Job Tasks:**   * Ensure data quality meets required standards based on risk and change scope/requirements. * Align quality assurance approach with architecture and agreed policies. * Estimate testing efforts and contribute to work plans for delivery. * Produce test artefacts including test plans, test cases, and release documentation. * Use appropriate tools and templates for testing to ensure consistency, efficiency, and accuracy in the QA process. * Adhere to and contribute towards testing development standards and processes. * Support user acceptance testing across all stakeholders. * Follow security and Information Governance policies. * Troubleshoot business-critical operational issues. * Support Business As Usual (BAU) activities by testing small enhancements and support requests, collaborating with other teams where necessary. |

The following sections consist mainly of a series of questions related to specific skills/job requirements. You should focus on the role rather than the individual when considering the most appropriate answer and should base the response on what you consider to be the normal features of the job which are typical of the job and its usual working conditions over the year.

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| **SKILLS & JOB REQUIREMENTS (Please complete where applicable)** |
| **Strategic Responsibility**   * Support the planning and execution of QA processes for the data platform migration. * Address and mitigate risks and issues during the QA phase of the migration process. |
| **Problem solving**   * Identify and resolve technical challenges related to data quality during migration and integration. * Support the development of innovative QA solutions to improve data architecture and workflows. * Address and mitigate risks and issues that arise during the QA phase of the migration process. |
| **Decision making**   * Provide data-driven insights to support decisions regarding data quality. * Work within agile framework to prioritise QA project tasks and timelines. |
| **Communication**   * Translate complex QA and technical concepts into clear, non-technical language for diverse audiences. * Facilitate collaboration and information sharing among cross-functional teams. |
| **Innovation**   * Effectively communicate QA project status, risks, and issues to stakeholders. * Facilitate training sessions and provide support to teams transitioning to the new cloud platform, focusing on QA best practices. |

Please summarise the levels of minimum education, knowledge, skills and experience this position requires (e.g., if you would be recruiting to fill this position, what aspects of background or knowledge would you expect a successful job applicant to have?)

Note: This may differ from the current job holder’s own skills and experience

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| JOB SPECIFICATION | |
| 1. Professional Qualification(s) | * Bachelor's degree in Computer Science, Information Technology, or a related field. * Certification in Quality Assurance or Software Testing (e.g., ISTQB, CSTE). * Experience with data quality tools and technologies (e.g., Talend, Informatica). * Familiarity with cloud platforms and services (e.g., Azure, AWS) |
| 1. Knowledge | * In-depth experience designing and implementing quality assurance plans for medium to large application solutions. * Experience with assuring the quality of data warehouse solutions, ETL processes, and cloud-based data platforms (e.g., Azure, Databricks, Fabric). * Familiarity with data integration solutions and Web Services (SOAP, XML, REST). * Experience with Services Oriented Architectures (SOA). |
| 1. Skills/Ability | * Excellent communication and interpersonal skills to effectively collaborate with cross-functional teams and stakeholders, ensuring clear understanding and alignment on QA processes. * Strong problem-solving and analytical abilities to identify and resolve data quality issues during migration. * Ability to work collaboratively in a cross-functional team environment. * Project management skills to organize and manage QA tasks efficiently. * Attention to detail to ensure thorough testing and validation of data integrity. |