

## Data Governance Consultant

Location	Muscat
Notice Period	One month
Contract	Permanent

### Duties & Responsibilities:

- Analyze and establish IM Governance Framework in alignment with Organization landscape and corporate strategy.
- Design and deliver a customer focused Information Management (IM) service that meets business expectations.
- Good knowledge in data lake/data Warehouse technologies
- Provide consultation on data integration between data sources hosted on different technologies and overall data architecture.
- Manage Document, Records and Data Management lifecycle for projects with successful implementation of required tools.
- Enforce corporate policies for effective document, records, and data management, by meeting business expectations, organization strategies and ensure objectives are within Service Level Agreements (SLAs).
- Ensure IM standards and Governance standards are met without cost overruns, schedule overruns and zero defects.
- Analyze and develop IM procedures that ensure safe and secure methods for document, records and data sharing with various stakeholders, cross functional teams, and senior management within organization.
- Design and deliver customer focused Information Management (IM) practices that are in line with ISO and global industry standards thereby assisting with long-term strategy for managing the company's electronic and physical information.
- Ensure security breaches and data losses are avoided by meeting the compliance/ security standards for data systems, databases, archives, and any relevant technical assets by building a robust Data Governance Framework.
- Work closely with stakeholders to design and implement a new Information Management Department including but not limited to – Conduct Gap analysis, design IM Governance Framework in line with Company & regulatory requirements, design an Organogram (organization structure), develop policies and procedures, promote awareness, suggest best practices etc.,
- Establish effective project communication plan and conduct frequent alignment meetings with business heads, Document controllers, Project Engineers, Engineering Teams, DRMs, Records Managers, for successful implementation of the project, share best practices, to align on IM compliances

such as policies & practices for effectively managing information within the organization.

- Design Information Management audit framework and conduct IM compliance audits for various project phases when needed.
- Ensure IM policies and procedures are followed to facilitate the orderly retention and disposition of documents and records within an organization.
- Ensure implementation of architecture guidelines, security compliances and operational processes for local adaptations of data, documents and records Management Services that are within scope.
- Facilitate projects for system/product optimization and drive continual service improvement.
- Responsible for Information and Data Management Governance activities

#### **Qualifications & Experience:**

- Bachelor's degree in related field.
- 6+ years of experience in data governance, Data warehouse or Data Lake implementation, and IT related implementations.
- Certification in DAMA (CDAMP).
- Good knowledge in content management platforms like SharePoint.
- Bilingual (English and Arabic).