

Data Officer

Job details	
Directorate	Technology and Data
Department:	Data and AI
Team	Data and AI Team
Grade:	Career Professional B
Reports to:	Data enablement manager
Line management responsibilities:	No
Location:	London

Role overview

Improve data quality across the Law Society by managing, analysing, and securing organisational data. The Data Officer role is a key point of contact for all data quality queries. The Data officer role is there to support the Data Governance lead with practical data analytical tasks to help resolve data quality at source.

Core duties of the role:

The post holder will:

- Maintain the quality, security and accessibility of the Law Society's data
- Analyse complex datasets and produce clear insights and reports for stakeholders
- Carryout practical analysis on data around the Law Society to improve and resolve data quality issues from a variety of different data sources
- Support compliance with data protection law by working closely with the Risk and Assurance team
- Support the Data Enablement Manager to deliver the Master Data Management (MDM) strategy and resolve data issues across platforms and sources
- Support the Governance/Data Enablement Manager to manage the data governance working groups and data communities within The Law Society
- Support the Data Enablement Manager with embedding data and data management best practices within the Law Society
- Improve data literacy across departments by providing guidance and good practice on data processes
- Helps maintain and monitor data quality KPI's and metrics to improve quality of data in the organisation
- Support the Governance/Data Enablement Manager with organising and managing Data literacy events and programs within the Law Society
- Support data platform governance by applying and maintaining agreed metadata, classification, lineage, and quality controls within tools such as Microsoft Purview and Databricks Unity Catalog, and by identifying, documenting, and escalating governance gaps or risks
- Maintain Data Governance and data enablement policies, supporting the Governance/Data Enablement Manager
- Coach a diverse range of colleagues across the Law Society to interpret results and use dashboards with confidence

Skills and attributes:

Criteria (knowledge, skills and attributes)	Assessment stage
Experience applying data management lifecycles and maturity models into practice in an organisation.	Application Form
Excellent written and verbal communication skills, with the ability to convey complex technical concepts to non-technical colleagues.	Application Form
Experience in data cleaning and quality checks	Interview
Strong programming skills in SQL	Interview
Experience using python, especially using libraries such as Pandas.	Interview
Experience in supporting the creation/management of Governance framework groups and data communities within an organisation.	Interview
Experience in practical delivery of data literacy and awareness activities and programs.	Interview
Relevant experience with Power BI or similar tools such as Tableau or Qlik for data storytelling, data visualisation and reporting.	Interview
Experience in using tools that manage data governance, data quality, MDM, lineage and usage of data in an organisation.	Interview
A proactive and constructive approach to problem solving	Interview
Proven ability to work effectively independently and collaboratively with a broad range of colleagues and cross-functional teams	Interview
Able to work successfully on multiple tasks, delivering work on time and to the required standard	Interview
Extensive knowledge of regulatory compliance (e.g. GDPR), data security and privacy.	Interview

A good understanding of diversity, equity and inclusion within the workplace, with a proactive approach to supporting a welcoming and respectful working environment for all

Application Form

Organisational chart

