

Data Governance Analyst

(Code: DGA)

The Opportunity

Interamerican, member of Achmea Group (NL insurance company) offers excellent career opportunities providing a challenging, fast growing and agile working environment, where you be able to familiarize yourselves with new ways of working. We are currently seeking to employ a talented and highly-motivated “**Data Governance Analyst**” to work for the Data Governance Office.

Major Accountabilities

- Provide proposals and actions related to data in order to achieve high-level goals. Design the roadmap for maintaining and improving data quality, integrity, security and access. Helps deliver appropriate data to properly authorized users when they need it. Establish the data glossary as a common business language. Introduces the data stewards’ community. Report and escalate issues to the Data Governance Board.
- Create, communicate, monitor, enforce and periodically re-evaluate Data Governance, Data Quality and Archiving Data Policies.
- Establish a set of data governance processes (Data Ownership, Data Management, Data Definition, Data monitoring, Process control, Data logistic chain) and methodologies throughout the organization and raises issues.
- Collect and create a structure plan with all the related items for DG Board and initiate the Board agenda. Keeping, tracking and proving ongoing CARE (Communication, Access to information, Recordkeeping, and Education/support) to data stakeholders and stewards. Liaise with other disciplines (Risk Management, Compliance, Security, Actuarial and BT Governance) in order to align DG policies, standards and procedures
- Set up the scope and create the procedure for the Data Quality reporting. Set the acceptance criteria, collect the related data, facilitate the procedure in all steps, analyze and report the results, submit the final report to the stakeholders (Business, Data Governance Board, Compliance function, Risk function and Internal Audit)
- Record the provision of service for the data supply under the agreed standards.
- Maintains the statistics files containing the SLAs successful and efficient delivery of the data. Records deviations from the terms and conditions of the agreement. Creates and releases the corresponding incident report among the stakeholders (Business, IT).
- Control and record the actions related to data transfer, receiving and extraction in order to conserve all personal, sensitive and confidential data in third parties.
- Develop and share relevant knowledge and observations with the team and other internal stakeholders, for example by giving presentations and providing training

Knowledge

- BSc degree in Business/ Economics/ Mathematics/ Actuarial science/ Statistics or in other analytical fields will be appreciated
- MSc is optional
- Advanced English Language
- Knowledge of MS Office
- Good Presentation Skills
- Basic knowledge on statistical software (SAS, R, etc.) desirable.
- 1-4 years of relevant working experience

The company offers:

- Competitive remuneration package
- Group Medical Insurance and Pension scheme
- Great career development opportunities, including working with new ways and applying agile principles and methodologies

If you wish to apply please send your resume stating also the advert code to:

hrcareer@interamerican.gr