Job Title: HR Data technology specialist
Location: Bangalore

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Main Job Purpose:

The HRIT Data Governance Team is a data expertise team focused on custodianship of HR data. This involves operations related to
- Development of an HR Data Catalogue.
- Defining and documenting data standards (e.g., data architecture, landscape, metadata, glossary, lineage, catalogue, legally required documentation).
- Supporting advisory and ownership teams to land new data standards and data required to deliver HR projects.
- Tracking HR system and user compliance with governance standards, including data retention, privacy, security, legal and ethical requirements.
- Documenting data quality from a metrics and standards point of view.

The role would be reporting to People Data Lead within the Employee Experience & Digital Workplace IT team.

Job Summary:

- There are technical, documentation and partnering elements to this role.

- Technical
  - Interrogate HR systems to analyse configuration / structures to confirm compliance.
  - Assist in defining and configuration of data governance and catalogue service (Azure Purview).
  - Construction of databases to prepare and analyse HR data for projects.
  - Analysis of data requirements, e.g., data structures, defining DQ tests and logic.

- Documentation
  - Document standards using a relevant tool / template. For example, for GDPR purposes, recording IT systems used in each country, specifying privacy and security standards and whether legal agreements are in place for users accessing personal data outside this country.
  - Develop governance material for cascading to HR / IT stakeholders where required. For example, documenting governance standards for a new data object.

- Partnering
  - Support the People Data Lead in liaising with data owners, advisory teams, IT, and other stake holders to drive continuous adoption of data governance technologies / standards.
  - Collaborate with multiple stakeholders across UniOps (Legal, Employee Experience, IT) as well as Functional and Cluster business teams. This is to gather requirements, help populate data governance tools, such as the data catalogue.

- o Engage with communities, e.g., business partners, expertise teams, system support and other communities of practice to gather specifications, feedback and insights via focus groups, surveys, and other mechanisms.
    - o Engage with stakeholders regarding governance queries and advice.
    - o Drive data cleansing and preparation project activities with IT and business teams.
    - o Participate in the cross functional network to define and align DQ measures and standards.
- Other
    - o Plan and track projects.

Key Requirements:

Essential:
- A bachelor's degree in a relevant subject, (e.g., in engineering, computer science, information security, or information systems).
- Show initiative, perseverance, openness to change, action focussed and good self-management skills as you will be mainly working with remote teams.

Desirable:
- HR systems experience.
- Experience with program management, governance and change enablement.
- Knowledge of Agile methodologies/practices
- Exposure to data cataloguing tools and processes (e.g., Cloud Data Governance tools, technical and operational metadata).