Job Description
Data Quality Analyst

Job Advert Text

We are looking for a data champion who loves data and information and wants to make it work better for our organisation. You'll need to have an eye for detail and a rigorous approach to data, document and process management, but also be helpful and responsive to requests for information and willing to make suggestions on where we can make improvements.

We also have a great toolset for you to manage data and carry out deep research across a wide range of topics within the oil and gas industry and beyond to support the generation and sharing of knowledge throughout the industry.

Finally, we want someone who will help and support everyone else to love data just as much as you do.

Background

The Oil & Gas Technology Centre was established in October 2016 with £180 million funding as part of the Aberdeen City Region Deal.

As an industry-led research and knowledge organisation, we are backed by both the UK and Scottish governments to fund and direct projects that help to unlock the full potential of the UK North Sea. We aim to be the go-to technology centre for the oil and gas industry in the UK and internationally.

Within the OGTC, the Business Support function specifies, develops and maintains the infrastructure that supports the delivery of all our business.

Role Responsibilities

- Manage the data and information generated and captured by the Oil & Gas Technology Centre
- Ongoing maintenance/cleansing of data held within our information management systems
- Build and support efficient, stable, usable reports (using a variety of data sources) and surface this information to support key decision making within the organisation
- Support the input of backlog data to be entered into various systems
- Provide support/training to staff to ensure data is captured and managed effectively and quickly
- Provide a research capability for the organisation out with Solution Centre technical fields to support the development of content
- Development of knowledge bases to enable deep research on specific topics
- Document business processes with our business management system and ensure that they are updated to reflect changes in the business
- Development and governance of document management process to ensure compliance
- Develop regular and adhoc reporting for all levels of the organisation
- Work with colleagues in identifying and proposing reporting changes, better uses, enhancements and developments and liaising with appropriate vendors, users and the Business Support Team

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- Support existing business users, investigating and resolving application errors, data discrepancies and queries
- Liaise with software suppliers on the development of system enhancements to overcome known problems or further fulfil user requirements
- Maintain a data map across the system landscape

Essential skills, knowledge and qualifications

- Understand how data and information structures and management adds value in an oil and gas organisation
- Experience using the Office 365 suite of software and information management systems
- Experience using business intelligence tools including SSRS and Power BI
- Understanding of the General Data Protection Regulation (GDPR) and how it will affect our business
- Familiar with data analysis techniques and software
- A passion for new technology and a desire to share that with others

Notes

Job Title	:	Data Quality Analyst
Department	:	Business Support
Required date	:	ASAP
Reporting to	:	Knowledge & Communications Manager
Job Location	:	Aberdeen
External posting URL	:	xxx
Approved by	:	xxx