

Associate Manager - Data Steward

Job ID
REQ-10044046

3月 17, 2025

India

摘要

Novartis Technical Operations (NTO) Data Governance team is setup to develop and maintain the right metadata, master data, data quality parameters, data lineage, KPI reports and workflows to ensure that data is governed, consistent, reliable and easily accessible for decision-making while ensuring data is maintained across NTO as per Pharmaceutical regulatory and compliance requirement.

The Associate Manager - Data Steward has accountability for day-to-day management of data. They are the Subject Matter Experts who understand and communicate the meaning and use of information. They are responsible to work with the NTO Data Stewards to implement data governance standards, policies and responsible to manage metadata and data lineage.

About the Role

Major accountabilities:

- E2E Responsibilities
 - Execute data stewardship tasks, using common methods & tools
 - Assist Data Steward in defining business rule for the data and documenting metadata for various data elements
 - Provides inputs for Data Standards and Policies as per insights gained from the data
 - Work closely with the NTO Data Stewards, Data Champions, DQ Managers to ensure execution of data stewardship tasks as per aligned stewardship agreement and standards
 - Liaise with the Functional Decision Owners, Data Champions, Data Maintainers, to discuss and resolve Data Governance and Quality issues
 - Continuously monitor progress of data quality KPIs and ensure adherence
 - Ensure continuous and effective communication with relevant team members, stakeholders and colleagues in relation to stewardship activities
 - Review and approve data exceptions for the data created by Data Maintenance team
 - Collaborate effectively with data community, to facilitate shared learning between Business Users and Stewards and to promote active Data Governance through the Data Governance team
- Adherences
 - Adherence to the Novartis Values & Behaviors
 - Ensure exemplary communication with all stakeholders including internal associates through regular updates with focus on accomplishments, KPIs, best practices, change management, key events etc.
 - Implement continuous process improvement projects to improve data quality & productivity.
- Support
 - Implementation of Data Governance framework and processes
 - Be the change catalyst and champion of data governance
 - Provide guidance and set standards of functional excellence in methodologies, processes and SOPs to enable enhancement of Global & Local data operations
- Key Performance Indicators (Indicate how performance for this role will be measured) Adherence to Global Data Governance Framework
 - Number of data objects on boarded for the respective functions
 - Management of metadata, data lineage and data quality KPIs
 - Compliance and improvement in current data governance responsibilities
 - Accountability and ownership of assigned data object
 - Adherence to Novartis values and behaviors

Ideal Background (State the preferred education and experience level)

Relevant Experience

- Overall 6+ years of experience working as a data steward for key business functions such as supply chain, procurement, finance, HR etc.
- Hands-on experience in working in Data Governance, Master data and data management

domain

- Good knowledge of GxP environment
- Ability to work with Data Stewards and Data Quality teams in creating meaningful insights, which include data quality KPI ' s, policies and standards
- Familiar with process set-up, Data quality KPIs and operational issues / management
- Strong capabilities in reporting & operations management.

Education & Qualification

- Bachelor / Master ' s degree from reputed University in Pharma, Computers or IT or equivalent

Why Novartis:

Our purpose is to reimagine medicine to improve and extend people ' s lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

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部门

Operations

Business Unit

Innovative Medicines

地点

India

站点

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Technical Operations

Job Type

Full time

Employment Type

Regular

Shift Work

No

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