



## Role Profile

Role Title	<b>Head of Data Management</b>
Reporting to	IWI COO
Team	Operations
Division	Operations – Investec Wealth and Investment (IWI)
Key relationships	Stakeholders across the IWI business and the Investec group
Regulatory status	Certified Person (CP): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If CP, please confirm: (i) The type of certified function(s) performed  For guidance see <i>Role descriptions – help with defining Certified Persons</i>	Please tick as many as applicable:  Material Risk Taker (MRT) <input type="checkbox"/> Client-dealing function <input type="checkbox"/> Requires FCA qualification <input type="checkbox"/> Supervisor/manager of a CP <input type="checkbox"/>
<b>Qualifications</b>	
(ii) Mandatory professional qualifications and exams (required for the role)	(ii) Mandatory professional qualifications and exams required under the FCA T&C rules or prescribed by IW&I ( <b>please state N/A if no qualifications/exams are required for this role</b> ):
Team Description	<p>Data is a key asset for IWI, allowing the firm to make informed decisions and achieve better business and client outcomes.</p> <p>The Data management team plays a critical role, collaborating with stakeholders across the IWI business and the Investec group to create, maintain and utilise high quality data assets.</p> <p>The <b>Data Management team has been set-up to:</b></p> <ul style="list-style-type: none"> <li>• Strengthen data governance</li> <li>• Manage prioritisation of data initiatives</li> <li>• Facilitates data culture, engagement and communication</li> <li>• Facilitate data quality</li> <li>• Data cataloguing</li> </ul>
Description of role and key responsibilities	The right candidate will have a fine eye for detail and a passion for driving cultural transformation of data value. The candidate will lead in the creation of the data governance and management framework which will include clear and complete data definitions, data entry policies, the data quality framework, ownership and stewardship of data assets.

	<b>Key responsibilities:</b> <ul style="list-style-type: none"> <li>• Building on the data governance and management strategy and implementing the framework - including the data catalogue, metadata management, data quality and data entry policies.</li> <li>• Building on the data quality framework and specifying the key data quality reports at critical data element and application levels.</li> <li>• Leading business data quality forums engaging business and application stakeholders in the tracking and remediation of data quality items</li> <li>• Leading the virtual team of data stewards to improve data quality through continuous process improvement and co-ordination.</li> <li>• Partnering with the Data Architect to design and implement market leading MDM and Reference Data architectures.</li> <li>• Leading engagement with Analytics and Data Engineering teams to implement data quality and validation reports.</li> <li>• Strengthening IWI data capabilities through proactively remaining current with the latest good practices and embedding relevant good practises across IWI.</li> <li>• Proactively assessing data maturity along with associated data quality metrics, bringing confidence and trust in the IWI data asset.</li> <li>• Managing data quality activities within operations</li> <li>• Working alongside colleagues across the organisation to understand and prioritise data initiatives.</li> <li>• Developing and driving data culture, through the design and implementation of engagement and communication initiatives.</li> <li>• Continually review the governance and control environment, driving the implementation to remain relevant to achieve IWI's strategic ambitions.</li> </ul>
Core skills and knowledge	<ul style="list-style-type: none"> <li>• Proven experience in data strategy, management and transformation.</li> <li>• Experience in defining, developing and implementing policies, standards and guidelines.</li> <li>• Experience in defining and executing data quality frameworks.</li> <li>• Strong leadership skills and ability to build constructive working relationships with stakeholders across the IWI business and Group.</li> <li>• Team player with exceptional interpersonal skills.</li> <li>• Critical thinker with a passion for problem solving.</li> <li>• Excellent presentation and facilitation skills.</li> </ul>
Any other attributes that would be helpful, but not essential for the role.	<ul style="list-style-type: none"> <li>• Understanding of the wealth management industry</li> </ul>

This role description accurately reflects the key responsibilities and associated skills, knowledge and attributes required for to perform this role at this time. It is the responsibility of the employee and manager, to update this profile, (and store against the employee's record), as responsibilities, required skills and



knowledge changes.

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Human Resources