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| **Job Title** | **Head of Master Data** |
| **Reporting to**  | Group Head of Data & Reporting |
| **Function**  | Finance  |
| **Location**  | Bristol |
| **Travel Requirements (if applicable)** | In line with business needs; primarily Glasgow and Bristol |

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| **Role Summary**  |
| Join us as we embark on a large-scale simplification programme around our Data and Reporting. This is a diverse and exciting role for a knowledgeable Master Data Manager with the ability to leverage technology to transform the data function.Lead and manage the MD team, delivering an efficient and effective data service within a fast-paced environment. Work closely with stakeholders to define data requirements, establish data governance policies, and implement data management best practices to support business objectives.  |
| **Key Accountabilities**  |
| * Contribute expertise on standardising master data and automating workflows as part of our simplification programme.
* Establish Master Data as the One Source of the Truth backbone of C&C.
* Deliver an efficient data function, managing the master records for all customers, items and suppliers across all data sources and applications, based on the defined standards and specifications set in agreement with each Data steward.
* Establish processes and procedures that monitor and enforce data governance.
* Ensure data compliance and exception reporting is embedded in the organisation.
* Prepare meaningful analysis, reports and recommendations on a monthly and ad hoc basis as required.
* Ensure a strong Data Steward network is in place to create, maintain and retire Master Data.
* Delivery of annual large-scale cost changes.
* Lead, develop, coach and engage team members to build future leadership capabilities and ensure timely and effective completion of all people related activities including PDPs, reward reviews and succession planning.
* Lead the Master Data workstream on all transformation projects and continuous improvement drives.
* Identify opportunities for process improvement and apply automation where possible to drive efficiency and accuracy.
* Ad-hoc duties and support as required by the Group Head of Data & Reporting.
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| **Key Stakeholders** |
| **Internal*** Data Stewards
* Revenue Growth
* All functions: Finance, Commercial, Marketing, Operations, IT, HR, Co Sec/Legal

**External** * Customers
* Suppliers
* 3rd Party IT providers
* External consultants
* External audit
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| **Skills** |
| * Systems knowledge: Advanced – able to recognise technology as a lever to improve business performance
* Project management: Experienced – ability to drive change and process improvement
* People management: Experienced line manager with strong coaching skills
* Proven track record in setting and enforcing data standards to ensure accuracy and consistency.
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| **Experience and Qualifications** |
| * Extensive systems knowledge and technical skills
* Experienced line manager with strong coaching skills
* Demonstrable experience of managing change and influencing decisions
* JDE and Microsoft Dynamics experience desirable
* Experience in implementation of process improvements
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