

## JOB DESCRIPTION

### Manager – Data Strategy & Data Management

#### Purpose

The Manager – Data Strategy & Data Management plays a key operational role in executing the organisation's data strategy under the guidance of the Head of Data Strategy & Data Management. This role is responsible for coordinating data projects, supporting analytics delivery, maintaining data governance processes, and embedding data-driven decision-making across the enterprise.

#### Role Dimensions

Reports to:	Head of Data Strategy & Data Management
Department:	Transformation
Job Level:	M3/M4 (Mid-Management Level)
Location:	Head Office, Port Moresby
Direct Reports:	As assigned by the HOD

#### Core Competencies

- Strong analytical and critical thinking skills.
- Excellent communication and stakeholder engagement abilities.
- Time management and the ability to prioritise competing tasks.
- Adaptability to work across different business areas and data domains.
- Team player with the initiative to work independently when required.
- Integrity and reliability in managing sensitive or confidential information.

#### Person Specifications

- Tertiary qualification in Information Systems, Finance, Data Analytics, or a related field.
- Minimum of 5 years' experience in data management, analytics, or business intelligence within financial services or a similar sector.
- Hands-on experience with BI tools (e.g., Power BI, Tableau), databases (e.g., SQL), and data processing tools.
- Understanding of data governance principles and metadata management practices.

- Strong communication skills and the ability to translate data insights into business outcomes.

## Role Specific Areas of Responsibility

Project Execution & Coordination	<ul style="list-style-type: none"> <li>• Coordinate data strategy initiatives and ensure alignment with delivery timelines.</li> <li>• Support use case development, project planning, and milestone tracking.</li> <li>• Assist with documentation, stakeholder meetings, and change communication activities.</li> <li>• Ensure that analytics projects are implemented according to standards and provide measurable outcomes.</li> </ul>
Analytics & Reporting	<ul style="list-style-type: none"> <li>• Develop and maintain dashboards, reports, and models to support business decision-making.</li> <li>• Work closely with business users to understand data needs and deliver actionable insights.</li> <li>• Assist in implementing and refining attribution models or other analytics tools.</li> <li>• Support continuous improvement of data analytics capabilities.</li> </ul>
Data Governance & Management	<ul style="list-style-type: none"> <li>• Maintain the data asset inventory and support data cataloguing activities.</li> <li>• Monitor data quality metrics and ensure remediation actions are documented.</li> <li>• Contribute to the organisation's data dictionary and metadata repository.</li> <li>• Support compliance with data management policies and security protocols.</li> </ul>
Stakeholder & Team Support	<ul style="list-style-type: none"> <li>• Provide data-related support and problem-solving assistance to internal stakeholders.</li> <li>• Work collaboratively across departments to promote data literacy and usage.</li> <li>• Act as a liaison between business units and the Head of Data Strategy &amp; Data Management.</li> <li>• Coach junior team members or interns and assist with onboarding as required.</li> </ul>