



# Data Improvement Administrator

Reports to: IT Data Quality Manager

## The part I play at Bromford Flagship to enable people to thrive is:

To work with the Data Quality Manager to demonstrably improve data quality across the Group.

I ensure high quality data is collected and recorded in accordance with business requirements, and to support the delivery of the Big Data Programme.

My focus is to get in touch with Flagship tenants to obtain missing contact information and to accurately input detailed records into the Housing Management System database to ensure high quality and accurate information is being stored so that we can continue to deliver outstanding customer service.

## My skills and experience include:

Excellent customer interaction skills (both verbally and written), with the ability to work on my own initiative and to flag any issues if required.

Attention to detail is key in my role and I will have clear, measurable targets in terms of error reduction. I am a competent user of Microsoft office packages.

The required qualification for my role is to be educated to GCSE standard or equivalent or hold comparable experience.

## The skills I will develop include:

Ongoing personal and professional development, including focused development on business processes and the associated data. Develop a detailed understanding of the Housing Management System data base and in-house data error quality software.