

Manager, Data Risk

The role is essential in improving the governance of data-related activities with a primary aim of identifying, managing and reporting on data risk at Carnival UK. The role holder will work alongside the Director, Privacy, Data Protection and Risk Management to monitor issues that impact the effective handling and use of data, and to investigate and document contributory factors of these issues in order to develop a sustainable programme of improvement.

The Manager, Data Risk will be an initial contact point for data users from around the business and will contribute to, implement and monitor embedded data quality and retention processes, orchestrating a network of data stewards and working groups, and contributing to the development of solutions to treat known risks.

RUI:	1575	Grade:	CUK Level o8	DBS check required	Not Applicable
Directorate:	Carnival UK	Reports to:	Director, Privacy, Data Protection & Risk Management		
Function:	Finance & Legal	Team:	Data and Financial Systems		
Direct reports :	Job Titles & Level <ul style="list-style-type: none"> None 				

Accountabilities

- In collaboration with the Privacy & Data Protection function, act as a point of contact and escalation for data governance and risk management queries for Carnival UK.
- To participate in investigative activities and maintain detailed documentation relating to data-related issues, identifying contributory factors and raising well-formed risks to the data risk register.
- Maintain an up-to-date and accurate data risk register in conjunction with accountable risk owners and subject matter experts, clearly categorizing risks, and regularly updating the status of risks and impacts.
- Produce a regular reporting pack on data risks and treatment progress to stakeholders at a specified cadence.
- Own and operate the process to govern personal data on unstructured storage, raising exceptions with Data Stewards and driving improvements in the areas of data ownership, management and retention.
- Report agreed metrics and KPIs from the unstructured storage management process to stakeholders at a specified cadence.
- Maintain an active network of Data Stewards, cascading ways of working and best practice and capturing new risks and concerns raised from their business areas.
- Through appropriate subject matter expertise, communicate strategy, requirements and improvements to stakeholders.
- Promote a culture of responsible data governance and best practice throughout the organization.
- Participate in the development and promotion of policy and standards
- Lead targeted working groups and initiatives to develop solutions that improve efficiency, effectiveness and quality of data governance.
- Support formal committees and related processes relating to data governance, such as capturing and sending out minutes, and maintaining decision and action logs.

Health, Environment, Safety, Security (HESS) Responsibilities

- Lead by example by taking care of the health and safety of yourself and others
- Report all accidents, 'near miss' incidents and work related ill health conditions to your manager/supervisor/team leader
- Follow safety rules and procedures
- Use work equipment, personal protective equipment, substances, and safety devices correctly
- Take part in safety training & risk assessments and suggest ways of reducing risks
- Appoint shore side risk assessment Subject Matter Experts as required to review and approve risk assessments
- Actively promote safe working within your team and encourage safe behaviours
- Demonstrate safety leadership in accordance with our safety leadership behaviours

General Responsibilities

- Adheres to Corporate Policies and Procedures, including Code of Conduct, Audit Procedures and any control related responsibility for financial data entered, stored, or reported via business systems within employee’s control (list not exhaustive).
- To undertake ad hoc duties as required.

Scope:**Problem solving:**

- Strong analytical and problem-solving abilities to investigate data issues and their underlying contributory factors, capture consequent data-related risks, and to propose well-reasoned recommendations to resolve.
- Strong understanding of the business data lifecycle, points of data quality deterioration and underlying causes.
- Data analytics and critical thinking skills to capture, document and review business use cases/outcomes, reviewing risks and articulating well-reasoned improvement opportunities and their benefits.
- Key participation in the development of solutions that drive compliant, efficient and effective data processing.

Impact:

- Work closely with stakeholders to clearly link known risks to data requirements, supporting business cases for change.
- Strong reporting skills tailored to the intended audience.
- Able to work independently on own initiative, within agreed boundaries.

Leadership:

- Have excellent planning, prioritisation and organisation skills, effectively identifying and managing milestones across multiple projects and stakeholders.
- Lead the investigation of issues and influence stakeholders throughout CUK to develop sustainable solutions.
- Identify, implement and embed new ways of thinking and working – and bring others along on the journey.
- Promote a culture of good data governance throughout the organization.
- Manage stakeholders at all levels and across the business to influence change and hold them to account.

Demonstrable Behaviours:**Self Mastery**

Is direct, truthful and widely trusted. Reflects on how their approach & behaviour impacts others. Learns from experience & takes action to continuously improve. Faces difficult issues and provides support and feedback to others to do the same

Improve & Innovate

Makes progress & remains calm when facing uncertain situations. Seeks to understand both internal and external customer needs to inform actions. Identifies & implements useful ideas that are new, better and enhance guest or people experience. Takes creative ideas then puts them into practice

Engage & Empower

Invites input & shares ownership and visibility. Seeks to understand different perspectives and cultures. Treats everyone as an individual, safeguards colleagues and teams Wellbeing. Coaches others & creates an environment where people do their best work

Accountability & Commerciality

Displays a can do attitude in good and bad times. Follows through on commitments. Takes personal responsibility for decisions, actions and failures. Seeks to understand the commercial impact when making decisions

Inspire & Achieve

Seeks to makes sense of complex situations. Keeps an eye on the future and identifies the impact on team. Communicates with energy and engages the team. Shows a clear connection between company goals and individuals aspirations' & targets

Knowledge, Experience and Qualifications required:**Qualifications:**

- None

Knowledge/ Experience – essential:

- Experience of working within a complex and large organisation with broad range of data processes, requirements and systems
- Competent analytical and Excel capability; confidence in handling large irregular datasets
- Background in a relevant subject area such as data governance or information management
- Strong numeracy skills

Qualifications - desirable:

- Degree-level education in a relevant subject, or demonstrable equivalent professional experience

Knowledge/ Experience – desirable:

- Experience of international travel, hospitality, leisure or retail sectors
- Project and/or programme management
- Knowledge of data protection

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Issued by:

Darren Hampton

REWARD ONLY	Grade: CUK Level 08	RUI: 1575	Date Approved: 16/04/2021	Initials: AW
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