



Job Title: Rising Tide Intern – Business Data Associate

Hour per week: 35 hours per week as per standard Elsevier UK contract

Team: Business Data Team - our team owns the Master Data Management solutions for both Customer and Product data. We bring together data assets, analytical tools and technologies. We collaborate with the business to understand their needs and requirements, and work closely alongside both Technology and Operations to deliver the solutions for the business.

Summary

We are looking for a Business Data Associate to support the Business Data Team, based in Oxford. The successful candidate will support the Product Managers and Business Analysts on a number of varied tasks across both production and projects (see below).

If you are passionate about data and people, and driven to deliver outcomes which will benefit researchers, institutions and funders, then this role is for you. You will begin the role with a mentor from the Business Data team and shadow them and others on their projects and work with Product Managers, Business Analysts, Developers, Designers and Quality Engineers amongst others. You will work in a diverse and multicultural environment with colleagues located across several sites globally.

You will learn the ropes of SDLC (software delivery lifecycle) in an agile environment.

You will find a supportive, encouraging and friendly atmosphere in the team.

Ultimately, you will gain an excellent breadth of experience in a fast-paced data-focussed team.

Responsibilities

- Help with building/analysing data quality reports
- Shadow our Business Analysts and help them deliver their projects
- Plan/attend workshops, meetings, demos, and relevant agile ceremonies
- Coordination of data steward meetings
- Look at individual data quality issues and make proposals for resolving
- Testing and test coordination
- Maintenance of our internal intranet pages
- Updating and improving dashboards
- Maintenance of the Business Data Catalog (Collibra)
- Support transformation of production workflows into operational dashboards
- Documentation and process map updates
- Improve management of stakeholder engagements
- Support rollout of new and improved communications to stakeholders (e.g. newsletter, use of MS Teams tools etc)

Requirements

- A real passion for data
- Ability to get on with all kinds of people
- Good IT skills, with Excel and PowerPoint most important
- Preference to have SQL skills, but not essential (the basics can be easily taught)
- Excellent organizational, time-management, communication and teamwork skills