



Role:

Business/Information Analyst (Metadata)

As a key enabler of data analytics and visualisation, metadata, data governance and data management are key growth areas and enablers of powerful data analytics and insights.

Come and join our growing metadata support team, improving the data management practices for our Australian and International clients.

Specifically, you will be working with our clients to help them implement best practice data governance and data documentation initiatives in their organisations using the Aristotle Metadata Registry.

Working as a valued part of our organisation, you will grow and develop your professional skills and experience through working with our experienced metadata analysts, supported with extensive training and support, together with the opportunity to work on leading edge data governance projects in this growing sector of professional services.

We are committed to helping our users describe and document their data, so to excel in this role you will be able to use your excellent communication skills to improve the understanding of data.

Key responsibilities

- Communicate with clients to understand data management challenges and opportunities
- Mapping client data dictionaries and data assets to metadata standards
- Assistance with discovery of data dictionaries for client data assets
- Creation of metadata based on data dictionaries provided by clients
- Development of complex spreadsheets to assist software developers with content migration
- Documentation of client data governance details within their Aristotle Metadata Registries

Requirements

- Able to read and write English to a professional level
- Proficient working with office software such as Word, Excel, etc.
- Demonstrated ability to work and learn independently
- Permission to work in Australia
- Excellent professional communication and time management skills

Useful skills

- Previous experience with data management
- Previous experience as a user of the Aristotle Metadata Registry is highly beneficial
- Knowledge of data management standards or frameworks
- A relevant certificate, tertiary qualification (such as Psychology, Statistics, Librarian Studies or English), or equivalent experience.