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| **Job Title** | Specialist – Data Management | **Job Family** | Finance |
| **Grade** |  | **Reports to** |  |
| **Location** | Kochi (Hybrid) | **Team Size** | Direct – 0  Indirect reports - 0 |

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| About the role: |
| We are looking for an experienced Data Manager to design and manage robust data models and architecture, translating complex business requirements into scalable data solutions. The ideal candidate will lead data integration efforts, drive consolidation and automation of data processes, and ensure adherence to data governance and quality standards.  This role requires a strategic thinker with strong technical expertise and a commitment to regulatory compliance. |
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| **Role Accountabilities and responsibilities:** |
| **In this role your key responsibilities will be:**   * **Data Architecture Support:**   + Develop and maintain data models and ERDs to structure data effectively for reporting and analytics.   + Optimize data storage and retrieval processes, including managing data lakes, data warehouses, and cloud storage solutions.   + Creating detailed documentation, including flowcharts to visualise data transform processes and data schemas.   + Define and manage comprehensive data models and data architecture aligned with business needs and strategic goals.   + Translate business requirements into scalable, efficient data solutions that support decision-making and operational efficiency.   + Lead data integration initiatives across multiple systems and domains to ensure seamless data flow and consistency.   + Drive consolidation and automation of data processing workflows to improve accuracy, efficiency, and scalability.   + Champion data governance frameworks, metadata management, and data quality initiatives to maintain data integrity and usability.   + Collaborate closely with business units, IT teams, and external vendors to implement data solutions and improvements.   + Design, develop, and maintain interactive dashboards and reports using Power BI or Tableau to deliver actionable insights. * **Project Support:**   + Assist in project planning, scheduling, and execution to ensure timely and quality delivery.   + Collaborate with stakeholders to understand data requirements and translate business needs into technical solutions.   **Essential Skills:**   * Strong expertise in data modelling, data integration, and automation tools. * Familiarity with data governance frameworks, metadata management, and data quality practices. * Experience with database technologies (SQL, NoSQL) and ETL tools. * Proven experience in designing and building ETL/ELT pipelines. * Knowledge in Python programming for data manipulation, automation, and analysis is highly desirable. * Strong analytical capability with an inclination for problem solving * Excellent communication skills particularly written and verbal in English   **Qualifications:**   * Bachelor’s degree in computer science, Information Systems, Data Science, or related field; Master’s preferred. * Experience in Data Analytics and Management: Minimum 4 years |
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| Special Circumstances / Other Requirements e.g. travel requirements, working arrangements etc |
| This role may on occasion require flexible working hours compatible with UK in order to meet some critical delivery timescales. |

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| About Zellis |
| **Zellis is the leading provider of payroll and HR solutions for the UK and Ireland.**  Together with Benefex and Moorepay, we form the Zellis Group, serving a vast array of companies across every vertical and industry.  **Our purpose** is to make people feel appreciated for the work they do – through precision, choice, and magic.  **Our history**  We have over 50 years of heritage and industry experience – and we’ve been ahead of the curve throughout. More than half a century ago, we were founded as Peterborough Data Processing. Quite a lot has changed since then – not least our name.  We were acquired by Northgate, becoming NorthgateArinso in 2007 and NGA Human Resources UK and Ireland in 2014, where we were joined by Moorepay. In 2018, the UK and Ireland division was sold to Bain Capital and now we operate as a standalone company.  After acquiring Benefex, we’re now even better equipped to serve the complex needs of our customers.  **Our vision**  Our vision is to be the clear leader in pay, reward, analytics, and people experiences. There’s nothing more important to us than building trusting and beneficial relationships with our customers, using our size, scale, and breadth of experience to offer tailored solutions that precisely meet their business needs.  We design solutions that keep our customers ahead of change as they navigate the regulatory complexity and workforce uncertainty which exists in today’s business landscape. At the heart of everything we do are our highly qualified payroll and HR experts, who are committed to delivering first-class customer service at all times.  **We’re proud of our culture**  At Zellis we work hard to create a culture where people want to join, belong to, and be part of a progressive organisation. We’re committed to recruiting and retaining a diverse and inclusive workforce that is representative of the customers we serve and the communities we operate in.  **Our values,** which were defined with input from all of our 2,000 colleagues, are not empty words on a poster. They reflect who we are, and how we operate as a business.  Text  Description automatically generated |