

# Data Steward

Job ID  
REQ-10017974  
Aug 26, 2024  
India

## Summary

Ensure data curation by applying appropriate standard Quality & Security checks  
Helps onboarding of data assets to the FAIRification process by working with relevant stakeholder, systems to identify data and metadata  
Help creation of Uniform Resource Identifier (URIs) to data  
Help convert existing models or create new models (any UML standard) into semantic models  
Ensures that PLS data services to ensure they are fully aligned and support the Data Strategy and the DLC products / assets  
Ensure compliance with GMP and regulatory requirements and continuous improvement of quality relevant processes within area of responsibility  
Deliver on data strategy priorities and DLC activities in an AGILE manner with appropriate documentation and communication throughout the delivery of services

## About the Role

### Data Steward

**Location** – Hyderabad #LI Hybrid

### About the Role:

Data steward needs to support multiple data centric activities such as data engineering, data quality, data analytics other data management activities by working closely with business, data strategy teams and IT. Work under the guidance of Data Manager in agile team to build the data solutions using approved tech stack and should be able to support the ongoing engagements with Novartis business teams.

### Key Responsibilities:

- Creating and maintaining the sanity of the Master Data (e.g., Customer, Products etc.)
- Supporting consolidation/ harmonization of data (master and transactional data). Support setting up business rules for creating and maintaining master data
- Querying, analyzing, and profiling various datasets
- Supporting data migration activities by validating business data and maintaining data pipelines

- Ensure the data quality and process governance.
- Help build & implement data quality checks and KPI reporting. Closely work along with Business partner & liaising with IT for resolving issues
- Ensuring processes documentation in form of SOP's, QC list & Process flows diagrams.

### **Essential Requirements:**

- Education: Bachelors/ master's in computer sciences/ IT or other quantitative sciences
- 4-6 years' experience in a Global company as data steward, data analyst, data engineer or business analyst
- Bring deep business understanding of pharmaceutical industry and data standards with domain experience in at least one of the following areas – a) Pharma R&D, b) Manufacturing, Procurement and Supply Chain and c) Marketing and Sales. Experience in working in Pharma / Life Science industry strongly preferred
- Hands-on experience in Master Data Management (MDM), Data Stewardship and Data Quality
- Hands-on experience of ETL and programming/scripting skills (SQL, Alteryx, Databricks & Dataiku) for data preparation and analysis, programming/scripting skills (Python) for data preparation and analysis
- Understanding of data modeling (conceptual, logical, and physical) using different data modeling methodologies
- Experience on data wrangling including Ingestion, Unification, Anonymization, Search, Master & Meta Data Management and Governance.
- Foundational understanding of semantic web principles, big data ecosystem, knowledge of AWS, AZURE Stack and basics of NLP would be an advantage
- Act as a data steward supporting multiple use cases, digital lighthouse projects as part of DLC teams collaborating closely with business, data strategy teams and IT
- Demonstrate superior data stewardship skills along with strong business understanding to and thereby help prepare data for the FAIRification process and turn Novartis data sets into Findable, Accessible, Interoperable and Reusable assets.

### **Desirable requirements:**

- Proficient with MS office (especially MS Excel). Adept with Agile ways of working. Excellent communication and presentation skills with business stakeholder engagement experience
- Experience in gathering and documenting business requirements

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people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us!  
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Division

Operations

Business Unit

CTS

Location

India

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Marketing

Job Type

Full time

Employment Type

Regular

Shift Work

No

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