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Job Description:
Data Curator - Supply Management

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| Function: | Supply Management |
| Position:  | Supply Management Transformation – Data Curator |
| Job holder: | TBC |
| Date (in job since): | TBC |
| Immediate manager (N+1 Job title and name): |  |
| Additional reporting line to: |  |
| Position location: | Flexible |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| Provide the connection between the end users of Supply Management data and the 3rd party classification/mastering partner to ensure value focused approach to machine learning model utilisation. Align with the global data governance best practice and process.* Provide key connection between Supply management end data users and the 3rd party machine learning product
* Engage with key regional/global stakeholders to capture requirements of data classification and product/ supplier mastering (Grouping)
* Align with and be advocate of global data governance best practice and process
* Work alongside the Data Operations Engineer (DoE) to build ML projects to support the defined user needs
* Provided insight and feedback as to the effectiveness, suitability and quality of 3rd party partners utilised as part of the process.
* Support the Supply Management data governance team in the development of the ongoing requirement for Curations as the program globally scales
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| 2. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
| This role will dual report in the the Global Value Stream Director and SM global data Governance team  |

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| **3. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Collaborate with regional key stakeholders across the supply management function and wider Sodexo business to understand the requirements for the Products
* Enable the delivery of ML based product/supplier classification and mastering to end users for review and utilization. (Via formats included Power BI)
* Attend Scrum Meetings with the Delivery Team to monitor progress respond to regional scope or requirement questions and act as the point of expertise on data curation process.
* Maintain alignment with Global Product owner and global product vision and share data priorities and expertise to both ensure alignment but also influence future vision.
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| 4. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Training new SMEs (category managers) on how to use Tamr and basic concepts
* Assign most relevant products that need to be classified (labelling) to SMEs
* Review SME labels (ensuring consistency) and push back inconsistencies to SME’s
* Reorganizing list of facets into taxonomies
* Creating and updating classification functions to bootstrap ML:
	+ High precision and high model impact: if description contains ‘salmo salar’ then classification = Fish -> Salmon -> Salmo salar
	+ High recall and low model impact:if description contains ‘tuna’ then classification = Fish -> Tuna
* Setting filters to control which data is put into the pipeline.
* Feedback on 3rd party ML providers to ongoing review
* Feedback on future approach to data curation needs, to ongoing review
* Provide a data best practice expertise to the Whole Spend IQ program of activity
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| 5. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * Delivery of value focused approach to data priorities for machine learning approach. (Output verified in partnership with end users via a BI dashboard)
* Liaison and alignment with the Data operation Engineer
* Liaison and alignment to the global & Regional product owners
* Liaison and alignment with global and regional data governance
* Provide input to assessment of 3rd party ML provided, for value, ease of use, collaboration
* Provide input to future Data curation need and structure to support scaling.
* Provide Single point of expertise on the Data Curation process and the classification/mastering tool
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| 6. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| **Experience:*** Graduate calibre.
* The Jobholder will have a process driven orientation and experience of working with cross functional teams and global stakeholders
* The Jobholder will have demonstrated experience of engaging with cross-functional stakeholders to determine requirements gain alignment on a future vision.
* The Jobholder is expected to communicate at a mid management level with internal and external stakeholders as well as suppliers and potentially Clients
* The Jobholder will have strong communication skills and demonstrated ability to work independently and foster collaboration
* The Jobholder will have experience of supply chain business processes and the business processes being addressed by those MVPs they lead.
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| **Skills:*** Leader and Team Player
* Experienced in MDM & Catalogues
* Fluent in English
* Communicator
* Empowered and Committed
* Planning (workplan, resources) and tracking (indicators, actions)
* Business judgment
* Problem solving
* Likes fast pace
* Discipline
* Verbal Communication

Nice to have* EL Tools experience/capability
* Additional language capability (French a priority)
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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
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| * Innovation and Change
 | * Leadership & People Management
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| * Business Consulting
 | * Adaptability & Flexibility
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| * Commercial Awareness
 | * Continuous Improvement
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| * Employee Engagement
 | * Results Oriented
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| * Learning & Development
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| 9. Management Approval – To be completed by document owner |
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| Version |  | Date |  |
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| 10. Employee Approval – To be completed by employee |
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| Employee Name |  | Date |  |

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