



# Data People Toolkit



DataGalaxy  
Data People Toolkit

Business

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## Data Engineer

Data Engineers create and maintain data architectures and support data modeling, warehousing, and transformation - Essentially, they work with everything necessary to ensure data is ready for analysis.

### Data Engineers' roles

entire data lifecycle including delivery. Their primary solving ing. ing:



# Data Governance Manager

Data is more effective with proper data governance: Data Governance Managers oversee organizational data governance to ensure data used is correct, consistent, and accessible to the right people in the company.



## Data Governance Managers' roles

Data Governance Managers steer compliance strategies, protect data, monitor compliance regulation, extract value from data, and drive companies into the data-driven future.

### Protector of data privacy

Safeguard data privacy and ensure compliance with regulations and company policies on data use and access.

### Champion of data integrity

Establish and sustain high data integrity standards by ensuring all company data is clean, consistent, and trustworthy.

### Facilitator of collaboration

Lead collaboration on all data-related issues among business units, aligning diverse data objectives and methodologies.

## Data Governance Managers' responsibilities

By embracing best practices in data governance, Data Governance Managers optimize their organizations' information and enable informed decision-making and innovation.



### Define and implement data governance strategies

Protect company data from unauthorized use - This includes ensuring data handling and use comply with various regulatory standards throughout its lifecycle



### Oversee data quality and lifecycle management

Handling, maintaining, and monitoring the quality of data and the lifecycle of that data within an organization



### Maintain regulatory compliance

Assuring compliance with strict data protection regulations like GDPR and CCPA is no small task: Data Governance Managers must stay current with new and existing rules and update data policies and practices as needed



### Increase organizational data literacy levels

Provide educational support to everyone using company data by creating and maintaining a culture of data awareness and security through training to build data literacy company-wide



### Lead crisis management

The Data Governance Manager protects the organization from risk by leading the company's crisis response to data breaches and other data-related incidents



# Business Intelligence Manager

Business Intelligence Managers are essential in helping executives and other stakeholders make informed decisions based on accurate and timely data.



## Business Intelligence Managers' roles

Depending on the size and data leadership hierarchy in an organization, Business Intelligence Managers must generally assume a few roles:

### Champion of analysis and insight

Collaborate with Data Analysts and Scientists to develop predictive models and perform advanced analytics to help stakeholders understand complex data insights.

### Leader of data strategy

Develop data strategies and lead data governance policies, standards, and procedures to ensure data quality, security, and regulation compliance.

### Manager of data operations

Ensure that data from multiple sources are integrated, cleaned, and transformed into usable formats such as reports, dashboards, and to provide insights into performance.

## Business Intelligence Managers' responsibilities

**Business Intelligence Managers are responsible for developing, deploying, and supervising BI systems and processes to create a better environment for current and future organizational data-driven decision-making.**

### Design business intelligence tools and systems



Select and operate the business intelligence tools and techniques necessary to meet the organization's information needs. This responsibility includes evaluating software options, configuring and customizing chosen tools, and ensuring they integrate seamlessly with existing systems.

### Collaborate with IT and data teams



The Business Intelligence Manager must work cooperatively with IT, data, and business intelligence teams to ensure data is adequately integrated, cleansed, and managed. They develop data governance policies, establish data quality metrics, and provide training for data end-users.

### Guide teams in data analysis and reporting



Business Intelligence Managers lead their teams in creating reports, dashboards, and visualizations that meet specific business needs. They also provide training and assistance to end users on utilizing business intelligence tools effectively.

### Ensure data quality and compliance



Business Intelligence Managers are critical in ensuring that data is accurate and reliable. They develop data validation rules, perform quality assurance checks, and monitor data sources for potential issues. Additionally, either alone or in cooperation with a Data Governance team, the Business Intelligence Manager supports adherence to regulations such as GDPR, CCPA, and HIPAA.



# Data Engineer

Data Engineers create and maintain data architectures and support data modeling, warehousing, and transformation - Essentially, they work with everything necessary to ensure data is ready for analysis.



## Data Engineers' roles

Data Engineers manage the entire data lifecycle including collection, storage, processing, and delivery. Their primary focus is building and maintaining the underlying infrastructure supporting data-driven decision-making. Typically, Data Engineers play several leading roles, including:

### Visionary of data architecture

Design, build, and maintain the overall data architecture.

### Manager of data operation

Optimize data processing, query performance, and data quality while troubleshooting issues to keep data flowing.

### Leader of data transformation

Use data modeling, data governance, and data quality to craft data solutions to meet the needs of a diverse group of users.

## Data Engineers' responsibilities

Data Engineers manage the entire data lifecycle, including collection, storage, processing, and delivery. Their primary focus is building and maintaining the underlying infrastructure supporting current and future data-driven decision-making.



### Uphold data quality and consistency

Data quality is the foundation for sound analysis to maintain high-quality data through validation, cleansing, and standardization.



### Secure and compliant data integration

Data engineering must safeguard data's journey by executing rules for data access, security, and privacy to ensure that integration happens within a secure and regulatory-compliant framework.



### Unify data standards

Create mutually agreed upon data definitions and standards to improve data management. These definitions help to promote data literacy among all data users in an organization.



### Automate quality assurance

Embed data quality assessments within engineering processes to support standardized data. This automation creates consistent and easy-to-use quality data for end users.



# Chief Data Officer

Chief Data Officers are organizational strategists: They turn data into strategic assets by devising strategies to leverage and monetize it and they determine how to incorporate new technologies into current operations and opportunities for development.



## Chief Data Officers' roles

Modern business thrives on information. The key lies in harnessing data to construct insights to meet strategic and operational objectives. A Chief Data Officer holds major roles in managing their organization's information assets:

### Master of data governance and compliance

Set and uphold data governance policies that advance data quality, privacy, and compliance.

### Manager of data strategy and management

Develop an organization's data strategy, from optimizing collection to ensuring reliability and quality.

### Chief of data monetization and value creation

Find ways to monetize the volumes of data collected, adding value through proprietary information.

## Chief Data Officers' responsibilities

**The responsibilities of Chief Data Officers vary among organizations. In general, their responsibilities are multifaceted, combining strategic vision with operational expertise. Their duties extend into every corner of an organization, underscoring the value of data in modern operations and strategy.**

### Onboard stakeholders on upcoming projects



Chief Data Officers are responsible for their team and everyone within an organization who will be affected by changes to data management procedures. It's the responsibility of the Chief Data Officer to brief and onboard stakeholders for all upcoming projects and keep everyone on track with any major changes.

### Data protection & compliance



Facing stringent privacy regulations like GDPR and CCPA, Chief Data Officers must ensure that data is securely stored, processed, and transmitted. Tasked with mitigating the risk of data breaches, Chief Data Officers are central to maintaining the trust of clients and customers.

### Promote data literacy



Chief Data Officers spearhead initiatives to promote data literacy by delivering training and workshops to build data literacy. They nurture a culture where data is understood, valued, and used most effectively so organizations can make better-informed decisions at every level.

### Data monetization



Chief Data Officers explore opportunities to monetize data by sharing insights and collaborating with partners for targeted advertising. These pursuits require a keen understanding of data's value, market potential, and the growing ethical considerations of sharing or selling information.



# Data Scientist

Data Scientists help create and deliver actionable insights necessary to drive innovation and growth - They drive business success via strategic, data-driven decision-making.



## Data Scientists' roles

Data Scientists derive insights and make informed decisions to benefit their entire organization. They also partner in the development of frameworks to promote collaboration and simplify work processes.

### Master of data quality

Implement data quality and validation processes to ensure data reliability and integrity.

### Chief of automation

Leverage automation and machine learning to streamline workflows and improve analyses.

### Head of data storytelling

Create narratives to turn data intricacies into understandable business insights.

## Data Scientists' responsibilities

Data Scientists help create and deliver actionable insights necessary to drive innovation and growth. Their primary responsibilities include:

### Ensure documentation and traceability



Data Scientists must be able to properly document data lineage and processing histories to support accountability and reproducibility of results. They must also keep detailed records of their work, including data sources, processing and analyzation methods used, and obtained results.

### Collecting, storing, and analyzing data ethically



Data Scientists must consider privacy, bias, and transparency when working on any project. It's important they collect and use data in a way that respects individuals' rights and benefits society as a whole.

### Collaboration with cross-functional teams



Data Scientists should build and maintain partnerships with IT, legal, and other business stakeholders to identify and resolve technical issues, clarify regulatory requirements, and set shared goals and metrics.

### Remain informed about technological advancements



Data Scientists must also remain up-to-date with the latest technological advancements and new methodologies in their field. It's important to attend conferences, read research papers, and take courses to expand knowledge and skills.