



JOB DESCRIPTION & SPECIFICATIONS

JOB TITLE: Data Modeler

DIVISION: Group

DEPARTMENT: Systems Department - Head Office, Kingston, Jamaica

SECTION/UNIT: Group Management Information Systems (MIS)

REPORTS DIRECTLY TO: Group Management Information Systems (MIS) Manager

SCOPE OF JOB:

Driving business and technical discussions to define/design/deliver the data model to support the required analytics. Provides expert level technical knowledge and support in data warehousing concepts, technologies and data to design solutions and improve business intelligence reporting for the group. Perform gap analysis between current and future business needs and make/implement recommendations to ensure the business has an optimal reporting infrastructure to support its strategy. Recommend, implement, and enforce change management, standards and quality assurance policies and procedures for Group MIS.

IMMEDIATE REPORTEES: Data Engineer

MAIN DUTIES & RESPONSIBILITIES:

- Plays lead role on external/internal IT projects/programmes and ensure that the specified results are achieved within the agreed time, budget and of the required quality
- Analyzing and translating business needs into long-term solution data models
- Working with the development team to create conceptual data models and data flows.
- Implementing data strategies and developing physical data models
- Daily management of the group's data warehouse infrastructure including support planning, issue resolution and critical process monitoring
- Develop monitoring dashboards, automate and optimize key data integration processes.
- Provide subject matter expertise and represent IT/MIS as resource on JMMB projects as assigned
- Own efforts to integrate new data sources into the group data warehouse and manage projects to migrate existing reports from legacy platform to the group data warehouse. Develop complex highly technical solutions to satisfy the reporting and analytical needs the business
- Lead code review and deployment sessions
- Establishes standards and guidelines for coding, performance optimization, documentation, quality assurance and production support.
- Advocates continuous improvement including identification of opportunities, adoption of best practices and standards.
- Follows process and project methodology, ensuring proper implementation and adoption.
- Work closely with business functional teams in designing and implementing Business Intelligence (BI) solutions that will support short and long term reporting and analysis goals
- Assist in the refinement of processes to increase the efficiency and quality of analyzing business data to meet current and future business needs
- Form effective relationships with a broad cross-section of personnel in order to effectively accomplish the position's tasks. These relationships include, but are not limited to the following teams: Marketing, FACT, Product Development, Client Care, Branch Operations, Trading, Risk and Senior Managers
- Promotes the JMMB's philosophy of the Vision of Love and its unique culture and Is engaged in the transformation process for the continuous improvement of JMMB.

EDUCATION, TRAINING & WORK EXPERIENCE REQUIRED:

- Masters' degree in Computer Science, and Information Technology or equivalent qualification from a recognised tertiary institution.
- Six (6) years' experience in physical and relational data modelling, and software design principles
- Training or experience in key JMMB technologies, data warehousing tools and concepts, business intelligence and business performance analysis and reporting
- Deep understanding of the financial sector laws, regulations, ethics and professional jargon. Working knowledge of local and overseas investment instruments also desired
- Ability to translate complex user requirements to systems requirements and complete system design and documentation
- Expertise in standard databases, query tools, and programming languages such as SQL, and Extraction tools
- Demonstrated extraction/transformation/load (ETL) process performance tuning skills
- Strong data analysis skills including the ability to manipulate and interpret large datasets
- Experience with reporting / OLAP tools such as: Business Objects, Balance Scorecard, Crystal Reports and SSRS
- Strong oral and written communication skills
- Experience with complex system environments
- Project management experience a definite plus
- Strong business analytical and documentation skills
- Working knowledge of financial sector instruments, laws, regulations, ethics and professional jargon
- Experience with team management
- Excellent understanding of Data Warehousing concepts
- Balancing technical and business focused stakeholder demands while prioritizing action and outcomes.
- Good understanding of technical data forensics, able to independently research data structures (relational SQL, semi-structured, Excel, Csv, etc.
- Strong networking skills and ability to work across multiple organizations to accomplish diverse goals

AUTHORITY:

- Develop implement and enforce development quality and standards.
- Recommend Data warehouse performance tuning and optimization strategies
- Design training material and conduct training for business users
- Propose solutions to satisfy business requirements for Business Intelligence and automation
- Log changes for implementation
- To independently respond to internal and external project related queries, where assigned, using knowledge, creativity, initiative and sound judgement
- To identify and recommend training programmes which would enhance own on-the-job skills.
- To recommend solutions to problems beyond his/her area of authority

LIAISES WITH: **External** and **Internal** contacts absolutely essential for carrying out the duties of this position. (E.g. *CONTACT – Vendors/ IT Professionals; FREQUENCY on-going; HOW – via telephone*).

EXTERNALLY	FREQUENCY & HOW	REASON
<i>IT Professionals (.g. software developers and consultants, Suppliers)</i>	As needed. Via telephone, in writing, in person.	To provide feedback to suppliers; to acquire updates for software; to seek information to guide decision-making and help solve technical problems.
INTERNALLY	FREQUENCY & HOW	REASON
All departments/branches	As needed. Via telephone, in writing, in person. Frequency to be decided within the team.	To address the departments reporting/business intelligence needs.

WORKING CONDITIONS: List both the positive and negative working conditions associated with this job (e.g. *PHYSICAL - office environment, exposure to dust; SPECIAL - frequent travel, being on 24-hour call, numerous critical deadlines*).

PHYSICAL	FREQUENCY	% OF TIME
Normal office environment.	Daily	100%
SPECIAL	FREQUENCY	% OF TIME
Critical deadlines – as part of work on projects.	As needed.	30%