

Role Description & Person Profile

Job Title	Master Data Administrator
Reports to	Master Data Manager / Data Workstream Lead
Business	AB Agri
Location	Peterborough
Direct & Indirect Reports	N/A
Role Overview	<p>The Master Data Administrator is responsible for ensuring the accuracy, consistency, and reliability of our master data. This role is critical for supporting business operations, enabling data-driven decision-making, and maintaining compliance with data governance policies. The Master Data Administrator acts as the custodian of key business data, ensuring it is properly managed, standardised, and aligned with the organization’s strategic goals.</p> <p>The role will also play a key role in supporting the continuing implementation of our ERP solution, with involvement in the extract, transform and load for each business unit. Helping to ensure we maintain accuracy and consistency.</p>

<p>Key Responsibilities</p>	<p>Master Data Management (MDM):</p> <ul style="list-style-type: none"> • Maintain and update master data records across various systems, ensuring accuracy, consistency within agreed timelines. • Coordinate with relevant departments to collect and verify master data. • Ensure that master data changes are properly approved and documented in line with company policies. • Monitor and resolve data discrepancies, ensuring timely updates and corrections. <p>Data Governance:</p> <ul style="list-style-type: none"> • Adhere to data governance policies and procedures to ensure compliance with legal and regulatory standards. e.g..GDPR. • Implement data quality checks to ensure the integrity of master data. • Collaborate with data owners and stakeholders to develop and enforce data governance policies. <p>Data Analysis and Reporting:</p> <ul style="list-style-type: none"> • Perform data analysis on master data quality, usage and integrity to identify trends, inconsistencies, and areas for improvement. • Provide insights and recommendations to support business decisions based on master data. <p>Process Improvement:</p> <ul style="list-style-type: none"> • Identify and implement process improvements related to master data management. • Participate in the development and enhancement of master data management tools and systems. • Support initiatives aimed at automating and optimizing data management processes. • Support introduction and development of data archiving and withdrawal techniques. • Develop and maintain documentation on master data management processes and best practice.
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<p>Other Factors</p> <p>Travel, shift pattern, working hours, Licence type etc.</p>	<p>This is a hybrid position with a requirement to be in the office two times per week. There may also be some occasional travel to other sites across the UK when needed, so a UK driving license is required.</p>
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Person Profile

<p style="text-align: center;">Required experience, qualifications, and necessary knowledge</p>	
<p style="text-align: center;">Essential</p>	<p style="text-align: center;">Desirable</p>
<ul style="list-style-type: none"> • Previous experience in master data management, data governance, or a similar role. • Previous experience of reporting and communicating data insights across a number of departments and stakeholders. • Strong understanding of business processes and how master data impacts them. • Previous experience of improving data quality and implementing data management processes and procedures. 	<ul style="list-style-type: none"> • Experience working with ERP systems (e.g., SAP, AX, Infor) and MDM tools. • Previous experience of being involved in a business systems implementation. • A-Level or equivalent Information Technology, Data Management, Business Administration, or a related field. • Relevant certifications in data management, such as CDMP (Certified Data Management Professional), are an advantage.

<p>Key Behaviours</p>	<ul style="list-style-type: none"> • Willingness to stay updated on industry trends and best practices in data management. • Ability to work independently as well as part of a team.
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