



Job Description

1. Job Particulars:	
Job Title: Data Quality Controller	Department: Strategic Performance Management
Direct Reports: None	Travel Required: Yes
Reports to: Senior Manager Transformation	Job Grade: C5 - 3 Year Contract Position
2. Purpose of Job:	
<ul style="list-style-type: none"> To provide administrative and operational support on all aspects of transformation, funding, and data, including the Operational Management System (OMS) and Administrative Management System (AMS) of SA Rugby. 	
3. Key Results/ Accountabilities expected from the Job	
<p><u>Transformation</u></p> <ul style="list-style-type: none"> Gather data for transformation audits and other related purposes, such as funding applications to World Rugby, Lotto and to Government. Compiling and completing the required data and information to be available for transformation audits, funding applications and other requirements. Screening and collating specific data from all the transformation datasheets and the SA Rugby Footprint and E-filing system. Scrutinise the National and Provincial Transformation Data Sheets for correctness and accuracy to ensure they are properly and meticulously updated, consolidated, and completed. Compare the National and Provincial Transformation Data Sheets with the previous cycles to determine deviations, trends, growth, and shrinkages. Assist in the completeness and accuracy of national and provincial datasheets. Preparing transformation audit handbooks. Support with the implementation and activation of relevant transformation projects. Evaluate large datasets for quality and accuracy. Management System (OMS) and Administrative Management System (AMS) for accurately reporting to the respective stakeholders. <p><u>B-BBEE</u></p> <ul style="list-style-type: none"> Support the BEE Champion in implementing the necessary changes through data and record keeping maximizing the organization's B-BBEE Scorecard level. Data Support with the development of annual B-BBEE gap analysis and implementation plans. <p><u>Operational Management System (OMS) and Administrative Management System (AMS) of SA Rugby.</u></p> <ul style="list-style-type: none"> Controlling transformation information through the Operational Management System (OMS) and Administrative Management System (AMS) of the SA Rugby system guiding unions to ensure compliance with SARU and government requirements. Evaluating system performance and design, as well as its effect on data quality. Supporting database design, creation, and testing activities in a way that makes clear business sense. Identify, compare, and resolve data quality problems. Work with Programmers to correct data quality errors. Check, verify, evaluate, and correct data on the system to ensure data quality and accuracy. Assist in the implementation, and evolution of monitoring tools on the Operational Management System (OMS) and Administrative Management System (AMS) Maintain and improve the Operational Management System (OMS) and Administrative Management System (AMS) of SA Rugby through regular updates in conjunction with program designers. Explore database software to find new ways to store, categorise and manage data. 	



- Support the Team with On-site tournament activation management.
- Support the Team with capturing of match-day data (match reports) on the operating system.
- Administering the database availability and performance, including incident and problem management.
- Organizes and implements administrative systems and procedures performing necessary support duties.
- Creating and maintaining database standards, providing information, research, statistics, and analysis.
- Determine the business impact level for data quality issues.
- Process the data received and uploaded on the SA Rugby's database systems (Operational
- Initiate ways to improve the quality of the data

General

- Prepares and maintains Department records such as datasheets, and audit reports to assure compliance with contractual requirements and/or government regulations and notifies the Team of unusual situations.
- Assist with data and other information for reporting purposes to the various structures of SA Rugby, Government, World Rugby, and other stakeholders.
- Creating and maintaining database standards, providing information, research, statistics, and analysis.
- Preparing and editing data related information in regard to correspondence, reports, and presentations in all formats, including Excel and PowerPoint.
- Due to data awareness, assist in data-related requirements for grant and funding applications.
- Contributes to the Department's goals by accomplishing related duties as required.
- Devising and maintaining office systems, including data management, filing, etc.
- Planning and scheduling meetings and appointments for the Team
- Carrying out background research and presenting findings to the Team.
- Coordinate complex logistical support by organising travel, accommodation and other administrative arrangements for meetings, workshops, webinars etc. for the team.
- Take responsibility for dictation and minutes of all transformation and data-related meetings.
- Provides for the smooth day-to-day flow of communications within the transformation department.

4. Experience & Expertise (Typical educational qualifications & experience)

a. Educational background

Grade 12

Post matric qualification (Preference)

b. Experience (years and nature)

- 1 – 3 years' experience in administration, system management and basic project management
- 1 – 3 years' experience in data gathering, analysis and presentation

5. Critical Competencies and Skills



- A background and understanding of the rugby industry (Desirable)
- Understanding of the SA Rugby's Footprint and E-Filing system (Desirable)
- Reliable, positive and professional can-do attitude
- Ability to work in a fast-paced and target-driven environment
- Great attention to detail
- Ability to work under pressure, taking full responsibility to meet deadlines
- Ability to examine and work with a large amount of data
- Previous knowledge of Microsoft, PowerPoint, Excel (Essential), or similar database software is a requirement
- Analytical skills (Essential)
- Proven written and verbal communication skills
- High level of personal planning, organisation and initiative
- Communication skills (ability to communicate to stakeholders at different levels) – (Essential)
- Basic understanding of the laws of rugby (Desirable)
- Basic understanding on side line management protocols and procedures (Essential)
- Ability to operate under pressurised situations – (Essential)
- Working flexible to long hours – (Essential)