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| **Role title:** | Data Curator | **Responsible to:** | Senior Data Curation and Preparation Team Leader |
| **Division:** | Commercial Services | **Department:** | Product & Pricing |
| **Direct Reports and Level:** | N/A | **Scope:** | Global – all products, all territories |
| **Scale:** | £0 budget  £0 Income |
| **Regulated Function(s) Held:** | No |
| **Evaluation Level** | Core 1 | **Role Family** | Member Risk and Exposure |

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| **Overall Role Purpose** |
| The Data Curator will be responsible for managing and maintaining metadata from various sources (internal and external) to effectively unlock and maintain value of data over time. They will be at the heart of defining best practices for working with structured and unstructured data throughout Commercial Services. |

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| **Accountabilities (RACI)** | **Measures of Success/KPIs** |
| **Strategic Leadership**   * Provide the link between data preparation and data science/analysis (in Product and Pricing) to support MPS’ Data pillar * Provide SME input, on behalf of Product and Pricing, into relevant change programmes | * Corporate Strategic priorities Vs plan * Stakeholder feedback |
| **Financial**   * Help deliver MPS’s Data strategy by ensuring that MPS can develop and build its ability to extract meaning and value from unstructured data | * Member numbers Vs plan (retention, acquisition and win-back activity) * Income Vs plan (retention, acquisition and win-back activity) * MPS Combined Operating Ratios |
| **Member**   * Support the development of MPS’s clinical coding algorithm and validate its results. Verify its effectiveness by checking the results against the content of case files. This will broaden understanding of members’ needs by enabling the study of member requests for assistance in aggregate and within stakeholder groups * Maintain MPS’s Text Mining Ontologies, ensuring that relevant classification tables such as ICD10 and OPCS4 (treatments and procedures) interface with MPS unstructured text documents. Maintain the data cleansing tables. Investigate the implementation of SNOMED CT for MPS data to ensure outputs are effective in identifying themes and topics of cases that result in direct member benefit. * Provide key business understanding of data to support Product and Pricing and Underwriting leaders | * Net Promoter Score * Member Satisfaction Survey * Stakeholder feedback |
| **People**   * Provide guidance across Commercial Services in all areas of data, particularly best practices for working with and understanding unstructured data and its potential for improving MPS’s service to members * Work closely with all areas of the business to understand problems and pro-actively identify opportunities where data curation can provide real business benefit. | * Stakeholder feedback * Evidence of upskilling within the division |
| **Risk**   * Create an environment where colleagues recognise the importance of risk identification and management * Ensure that data curation and utilisation is cognisant of the risks involved in clinical negligence and indemnity (both claims and ‘non-claims’) particularly regarding long-tail exposure to birth injury risks and periodontal disease * Ensure that data from various sources are cognisant of the risks involved in data processing, including but not limited to, adherence to GDPR and other relevant compliance requirements | * Risk & Control Self- Assessments Audit Actions |

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| **Responsibilities (RACI)** |
| * Collect and catalogue unstructured data (including MPS Text Mining data) and metadata that maintains value over time, is useful and findable to help make insight and analyses – a key strength of Commercial Services * Provide strong input into the Business and Data Understanding of MPS’s Data Science process, enabling the Data Scientists to have strong knowledge of the data and its possible uses. * Assist the Data Preparation team with the maintenance and development of unstructured data, ensuring that knowledge of data is key in changes to processing. * Recommend and acquire valuable external data by liaison with external parties ensuring that data quality is of the highest standard, or when not, score the credibility of the data with a view to revisiting or implementing cleansing programmes. * Improve the use of unstructured data as a business intelligence source by collaborating closely with subject matter experts such as senior underwriters. Assist with projects as identified by the Chief Underwriting Officer or one of the Underwriting Policy Leads. * Studying the use of metadata by other market participants. Curate key medical malpractice ontologies such as claim cause and injury codes. * Be seen as a Subject Matter Expert (SME) and offer coaching and support to the wider team * Drive change by influencing decisions using data to support one of MPS’s strategic pillars, Data. * Undertake other duties and tasks that from time to time may be allocated to the role holder that are appropriate to the level or role. |

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| **Key Governance Responsibilities** |
| * None although may attend governance committees such as PPUC (Product, Pricing and Underwriting Committee) or pricing sub-committees as required |

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| **Leadership Framework Competencies** | **Level** |
| Fresh Thinking | Leading Others |
| Building Capability in Self and Others | Leading Self |
| Influencing Others | Leading Self |
| Collaborating for Results | Leading Others |
| Leading Self and Others | Leading Self |
| Commercial and Risk Thinking | Leading Others |

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|  | **Knowledge and Qualifications** | **Skills** | **Experience** |
| **Essential** | * Relevant first degree (Life Sciences, Computer Science, Statistics, BioInformatics, Data Science) * Relevant postgraduate qualification/certification (MRes, Clinical Coder) or relevant work experience | * Ability to utilise strong data management or data standards concepts for efficient data mapping and curation * Keen analytical, project management and problem-solving skills * Excellent verbal and written communication skills, to include demonstrable past experience of requiring interaction with Analysts, Researchers or Scientists * Ability to construct queries using SQL | * Experience in development and maintenance of ontologies * Experience in development and maintenance of data dictionaries and catalogues |
| **Desirable** | * Knowledge of clinical negligence indemnity * Knowledge of general insurance market * Knowledge of ontology languages | * Working knowledge of VBA, Python or R | * Experience of researching unfamiliar topics in scientific literature * Experience of working with clinical (medical, dental) or biological data * Experience of clinical coding |