

Senior Information Management Analyst

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Company: Sword Group

Location: United Kingdom

Category: other-general

Are you ready to play a key role in propelling organisations on their data driven journey?

Sword builds foundations across platforms, data, and applications and our people have a shared passion for technology and solving complex business challenges for our customers.

Our core values and culture are based on caring about our people, investing in training and career development and building inclusive teams where we are all encouraged to contribute to achieve success. Our people and culture are our highest priority in all we do. Measurable feedback is captured annually to ensure we continue to improve and develop our offering.

If these values are important to you, and you are looking to take the next step in your career with an established and growing company, we're delighted to share a newly created opportunity to join the Sword team in the role of **Senior Information Management Analyst**.

What your day may look like:

As the Senior Information Management Analyst, you will play a pivotal role in our customer's information management team, fostering collaboration and delivering top-tier IM services tailored to various business functions.

You will be responsible for analysing and optimising the asset data management processes, leveraging your technical expertise to enhance data collection, storage, and retrieval processes, whilst enhancing efficiency and streamlining capital project information delivery during the asset operational phase. Your ability to develop and implement strategies to improve information governance and data quality will be instrumental in driving service delivery and data-driven decision-making across the organisation.

Key responsibilities:

Lead the implementation and maintenance of asset information management solutions and best practices.

Collaborate with the Information Management and Project teams to understand their requirements around implementing a process & system to support deliverables meeting the requirements of BIM within the contractual Employers Information Requirements.

Review existing proposed contractual requirements to understand the suitability and gaps around following a BIM philosophy for project execution.

Review current EDMS and identify the role it can play within the BIM execution philosophy.

Provide recommendations to both the Information Management team and the project management team on a high-level roadmap including showing the current level of maturity against the projects desired state.

Drive business process improvements, focusing on information flow efficiency, document retention, and information protection.

Govern access to information stores, analyzing security access requests and maintaining folder structure.

Contribute to the creation and maintenance of policies and processes within corporate management systems.

Coordinate solution deployment and adoption.

Requirements

Proven expertise in BIM Coordination Employers requirements, implement and management of requirements.

Knowledge of ISO 19650 and UK BIM Framework guidance and industry standard best practices and processes for information management.

Ability to develop and maintain standards, guidelines, and procedures.

Competence in Information Management (IM) governance.

Proficiency in business analysis and successful project delivery.

Proven experience in implementing digital information management solutions and driving process improvements.

Excellent analytical, communication, and project management skills.

Well-developed skills across the Microsoft suite, accustomed to measuring, reporting, and presenting information.

It would be great if you also had:

Experience with and the capability to showcase successful delivery of COBie, IFC and / or data asset data.

Experience working within the Energy sector would be beneficial.

Benefits

Our people are supported and encouraged to develop their career with Sword through their own personal learning and development plan, alongside a competitive salary, pension, private health, wellbeing and insurance schemes, a flexible approach to working, and employee assistance programme.

Sword is committed to maintaining a diverse environment and is proud to be an equal opportunities employer. All applicants receive equal consideration for employment regardless of age, disability, gender identity or reassignment, marital or civil partner status, pregnancy or maternity status, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

If we can do anything to help make the hiring process more accessible, please let our talent acquisition team know when you apply, so we can support any adjustments.

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