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**Support and Professional Services**

**Information Services**

**Data Migration Specialist - Student Systems Programme (x 2 posts)**

**ZZ004529**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**THE TERMS OF APPOINTMENT**

Full-time

Fixed term

Salary is in the range £38,833 – £47,722 per annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

The full-time standard University hours are 37 per week which are normally from 8.30 a.m. to 5.15 p.m. Monday to Thursday and 8.30 a.m. to 4.15 p.m. Friday with one hour and ten minutes for lunch.  Specific times may vary according to the Department concerned. If the position is part-time, the hours and days worked will either be as stated in the advert or discussed at interview/appointment. Overtime is not normally payable but time off in lieu may be given.

Annual leave entitlement is 32 working days in a full leave year. If you work less than 37 hours per week, your leave will be calculated on a pro-rata basis. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

It is a condition of the appointment for the proper performance of the duties of the post that the appointee will take up residence at a location such that they are able to fulfil the full range of their contractual duties. This residential requirement will be expected to be fulfilled within twelve months of taking up the appointment. The University has a scheme of financial assistance towards the cost of relocation, details of which can be found on the University website:

<http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforapplicants/removalandseparationguidelines>

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Please note if you are the successful candidate once the verbal offer of employment has been made and accepted, references will be immediately requested. It is the University’s policy that all employment covering the past three years is referenced. A minimum of two references is required to cover this three-year period of employment or study (where there has been no employment). One of your referees must be your current or most recent employer.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by Midnight (GMT) on the closing date published.



**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Data Migration Specialist - Student Systems Programme |
| **Grade:** | 8 |
| **Faculty/Centre:** | Support & Professional ServicesInformation Services |
| **Department/Service:****Location:** | Student Systems ProgrammeHippodrome House |
| **Position Reference No:** | ZZ004529ZZ004535 |
| **Cost Centre:** | 35201 |
| **Responsible to:** | Student Systems Programme Technical Workstream Lead |
| **Responsible for:** | Not Applicable |
| **Effective date of job description:** | May 2018 |

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| **Purpose of Job:** |
| The Data Migration Specialists will be responsible for defining the data migration plan for the Student Systems programme. They will design and create the tools to define, extract, cleanse, transform, enrich, load and validate all required data for the successful implementation and operation of the new Student System. The Data Migration Lead will co-ordinate all migration activity and will create and operate the migration tools as necessary. |

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| **Key Responsibilities:** |
| 1. Perform data migration activity and tasks.
2. Create a plan of all activity and tasks required to populate the new solutions with all current and historical data necessary for the correct operation of the solutions.
3. Develop a clear resource plan for data migration activities within the framework and constraints of the overall programme plan to be agreed with the Programme Manager.
4. Monitor and report progress of the data migration plan to project and programme boards.
5. Create and maintain a progress tracker for all data migration activity and stages.
6. Identify, report and escalate issues and risks within the data migration activities develop and agree mitigation and responses with the programme manager.
7. Design a quality management scheme and plan for data migration activities including validation of loaded data to ensure the maximum efficiency and accuracy of data population within the new solutions.
8. Work with end user departments and any other staff to arrange cleansing and enrichment of data.
9. Work with relevant staff to arrange testing of populated data to assess and assure quality and accuracy of populated data.
10. Work with end user departments and any other staff to correct inaccurate and poor quality data.
11. Ensure that consistent standards are applied including schema entity and attribute naming, format content validation, referential integrity.
12. Where required work with information systems analysts and the enterprise architect to design archive solutions for legacy data that is not appropriate to transfer to the new solutions.
13. Starting with the existing operating model data architecture, perform data analysis of the legacy solutions and the new solutions to develop the data migration requirements specification including identification of mapping of source data to target data, gaps in target data requiring enrichment of source data, transformation and cleansing of source data.
14. Design a testing and validation scheme to ensure accuracy, quality and integrity of all target solution data.
15. Design processes and procedures to correct inaccurate and poor quality data.
16. Specify all required data migration tools to achieve the extract, cleanse,transform, enrich, load and validation of the data.
17. Identify existing tools within the solution that can be used for data migration activity. Where gaps exist in tool provision recommend off the shelf solutions and gain agreement with the programme manager for procurement of any tools.
18. Where off the shelf tools are not appropriate or available design and develop custom scripts.
19. Where use of manual data entry into the new solutions is the appropriate method of data population design and develop processes and associated instructions.
20. Ensure all appropriate standards are applied to data migration tool design and operation.
21. Design and presentation of training material and process instructions for staff performing data migration activities.
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| **Working Relationships:** |
| Working with and supporting:Database AdministratorsDevelopersProject Managers & Business AnalystsSystems EngineersIS StaffBusiness OwnersInternal CustomersExternal Suppliers |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Previous experience of working in a large or complex organisation with proven work experience in data migration, data architecture and data modelling including reverse engineering models from data | E | AF + S |
|  | Significant Extract, Transform and Load (ETL) experience  | E | AF + S |
|  | Experience of designing and documenting conversion and interface specifications | E | AF + S |
|  | Solid experience of undertaking highly complex software developments independently | E | AF + S |
|  | Excellent knowledge and experience of systems analysis | E | AF + S |
|  | Experience of independently producing complex technical documentation including design and solution documents  | E | AF + S |
|  | Experience in independently converting highly complex design/requirement documents into working software | E | AF + S |
|  | Experience of SITS & e:Vision analysis, development and implementation in the context of a large scale organisational change programme | D | AF + S |
|  | Good knowledge of ITIL related process and practices | D | AF |
|  | A good high level understanding of UK University processes and finance activities. | D | AF |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellent communication Skills, both oral and written, between technical and non-technical staff | E | AF + S |
|  | Ability to define, develop and maintain SQL code (stored procedures, functions, tables, views, triggers, indexes, constraints | E | AF + S |
|  | Data management, mapping, manipulation, cleansing and conversion skills | E | AF + S |
|  | Able to demonstrate excellent analytical skills, detail and process-oriented | E | AF + S |
|  | Able to demonstrate excellent problem resolution skills | E | AF + S |
|  | Good appreciation of data migrating reconciliation, data quality assessments & controls necessary to ensure data quality issues are flagged & resolved.  | E | AF + S |
|  | Skilled in Oracle PL/SQL | D | AF + S |
| **3.**  | **Qualifications, Education & Training** |  |  |
|  | Degree-level standard in IT and/or Business subjects or equivalent experience | E | AF + S |
|  | Certification to show competence in business and/or systems analysis or a related activity, perhaps gained from CPD type activities | D | AF + S |
|  | ITIL Foundation Certificate | D | AF |

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| **4.** | **Other Requirements** |  |  |
|  | Customer focus and a desire to deliver a great service | E | AF + S |
|  | Be able to work alone under own initiative. | E | AF + S |
|  | Team player working collaboratively, sharing knowledge and experience. | E | AF + S |
|  | Sets high personal standards | E | AF + S |
|  | Works collaboratively, sharing experience and learning | E | AF + S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme; T = Test;

P = Presentation

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered by the applicant. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use** [this link](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/JobHazardInformation/) **for further information which should be considered by managers, employees and job applicants.**  |
| 1. International travel/Fieldwork
 |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants)  |  |
| 1. Manual Handling (of loads/people)
 |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers)
 |  | 15. Working with sewage, drains, river or canal water  |  |
| 1. Genetically Modified Organisms
 |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA
 |  | 17. Vibrating tools  |  |
| 1. Night Working

 (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment
 | X | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc)
 |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/non-ionising radiation/lasers/UV radiation
 | 21. Contaminated soil/bio-aerosols |  |
| 10. Asbestos and lead  | 22. Nano-materials  |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc)  | 23. Stress Workplace Stressors (e.g. workplace demands, role clarification, relationships etc) X  |
| 12. Food handling  | 24. Other (please specify)  |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Kaye Taylor-Ryall |
| **Date** | May 2018 |
| **Extension number** | 3694 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.