

Job Description

Job Title	Data Migration Officer
Directorate	Strategy and Change
Service Area	ICT & Digital
Grade	6
Competency Level	2
Salary	£35,412 - £39862
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not applicable
Job Evaluation Ref No	A9975

Job Purpose

The Data Migration Officer will support the Data Lead in delivering LCC's data migration responsibilities for the ERP replacement programme. Supported by the Data Lead, they will manage the cleanse, extraction and transformation of LCC data to meet the Implementation Partner requirements for each iteration of the build.

Directly Responsible For:

Not applicable



Directly Responsible To:

Data Lead

Main Areas of Responsibility:

- Supporting the Data Lead to extract data from source systems, transform it into the required format, and load it into the new environment. Working with the Data Lead and partners to understand the data requirements for each stage of implementation
- Provide data quality assurance by ensuring the accuracy, completeness, and consistency of migrated data through testing and validation processes
- Maintaining detailed documentation of the migration process, including data mapping of the data from the current system to data fields and vice versa, transformation rules, sign off and approvals and any escalating errors encountered
- Identifying and resolving data migration issues, including testing fixes and reconciliation, working with relevant teams to find solutions. Supporting parallel run reconciliation

Supervision and Management Responsibility:

- No supervisory or line manager responsibility

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- You will be required to sit stationary and use a computer for sustained period of time

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency **level 2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- A degree or qualification in data analytics (for example data apprenticeship) or relevant work experience (A/I)
- Advanced Excel or equivalent work experience using Excel to an advanced level (A/I)

Experience

Essential

- Experience of extracting, manipulating and/or migrating data between system (A/I)
- Experience of providing data quality assurance across multiple systems (A/I)

Desirable

- Expertise in extract transform load and use of tools to transform data
- Understanding of HR, Payroll, Finance or Procurement datasets
- Experience in common data transformation tooling E.G. Advanced Excel, Python etc

Skills/Abilities

Essential

- Strong attention to detail, particularly using large data sets (A/I)
- Ability to keep accurate and detailed records, for example relating to data mapping processes (A/I)
- Ability to work collaboratively with stakeholders (A/I)
- Willingness to learn new data management processes to ensure a successful data migration from existing systems to a fully integrated ERP system (A/I)

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council