**ROLE PROFILE**

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| **Job:** Data Migration Lead – Shared Services Project | **Reports to:** Project Manager | **Tier:** |

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| **Job Purpose:**  Oversee and ensure delivery of all aspects of data analysis, mapping and transfer for the group’s new ERP system within the Shared Services Back Office Systems Project  Own the quality of the migrated data and the validity of the migration processes and operation  Determine and implement the data migration strategy, producing the data migration plan, specifying the extraction and transformation of data from source in a format ready for loading, the reconciliation and sign-off of data migration and the provision of appropriate storage/archive/access to any data not migrated to the new solution  In addition they will advise on the validity of the migration processes and operation. They will ensure the guidelines set out in the data migration strategy are adhered to | **Key Competencies:**   * Strong analytical skills * Data migration * Flexibility & resilience * Meeting customer needs * Commercial focus * Leadership * Stakeholder management * Impact and Influence * Problem Solving & Decision Making * Building Relationships * Personal Learning & Growth * Communication * Future Focus |
| **Key Responsibilities:**   * Define and implement the data migration work stream within the project, ensuring this sequences effectively with all other project deliverables, and business as usual activities * Oversee the data migration activities in terms of analysis, mapping, data quality, migration and legacy decommissioning for all workstreams * Oversee and ensure the production of a mapping matrix for all data being migrated * Reviewing data quality and putting in place plans to address any required data quality improvements * Ensure testing and reconciliation exercises are documents and completed throughout each phase of the project * Ensure data migration processes are documents, planned and executed during cutover to live environment * Align data migration activities to correct environments for relevant project phases * Work effectively with key stakeholders to ensure buy-in to data migration plans is attained * Develop, own and maintain the data migration plan for the project * Coordinate all data migration activity, providing a coherent and joined up approach across all workstreams * Establish and maintain close working relationships with stakeholders within YHG and the supplier, Unit4 * Collaborating with other YHG process Leads to ensure a “joined up”, integrated system * Closely supporting the User Acceptance Testing (UAT) and training processes to ensure stakeholder concerns and issues are addressed * Attending and actively contributing to Project Team meetings * Work with the Project Managers and Business Analysts to develop high level project resource plans throughout the project lifecycle * Identify and mitigate existing business risk or risks associated with data migration * Identify and escalate issues and risks within project structure | |

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|  | **Essential** | **Desirable** |
| **Knowledge skills & experience** | Extensive experience of data migration within an ERP implementation  Proven track record delivering successful data migration activity within a large and complex project  Excellent stakeholder management skills, especially working with senior managers  Experience of understanding and identifying underlying issues in complex problems and considering the bigger picture when proposing solutions  An ability to influence and manage relationships at all levels and ensure buy in from Managers, teams and peers  Proven experience of working to deadlines and prioritising workloads  Ability to produce clear, well- structured reports which aid effective decision making | Knowledge and experience gained within the Social Housing sector would be advantageous.  Project Management qualification, preferably Prince2  Experience of data migration into Unit4 Business World ERP platform  Extensive supplier and third party management  Excellent presentation skills |
| **Specific Role Accountabilities for People, Finance and Policy**( ie accountability for managing a team/ budgets etc) | Lead and manage data migration work streams within the shared services project to achieve business objectives and priorities |  |
| **Key Relationships (internal/external)** | Ability to build and maintain positive relationships with others at all levels of the organisation to achieve results  Collaborative working relationships with other heads of service, managers & directors in other functions  Establishing a positive relationship with partners, contractors and suppliers, managing their performance, effectiveness and value for money  Working in close partnership with counterparts within Unit4 (the supplier of the Business World System)  Ability to work with board members as necessary |  |
| **Qualifications** | Degree or equivalent level qualification.  Prince2 or Agile Project Management experience desirable |  |
| **Safeguarding of Children Young people and Vulnerable Adults**  Your Housing Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.  As a Your Housing Group employee, it is your responsibility to attend safeguarding training in accordance with YHG safeguarding training strategy and to be aware of and work in accordance with the YHG safeguarding policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty. | | |