



Job Description

Job title	Data Migration Analyst/Developer
Group	Environmental Management
Section	Information and Communication Technology
Responsible to	Project Manager
Responsibility for employees	<input checked="" type="checkbox"/> - None
Date	29 April 2014

Job purpose

This job exists to deliver the data migration effort for the implementation of an enterprise wide software application. The position achieves this through the effective planning, capture and translation of data migration requirements into the design and execution of the migration effort for the Stack IT Solution (SITS). The SITS project is an initiative that consolidates and replaces a range of core business software applications. The role is based in Tauranga and reports to the SITS Project Manager.

Functional relationships (relating to others)

External	Purpose and frequency of contact
<ul style="list-style-type: none"> Other territorial and local authorities Relevant external organisations Consultants Contractors Vendors Forums and Communities of practise 	<ul style="list-style-type: none"> Collaboration Occasionallly Consultation Occasionallly Information sharing Occasionallly Industry networking Occasionallly Skills development Occasionallly

Internal	Purpose and frequency of contact
<ul style="list-style-type: none"> Non-technical staff at all levels within the organisation Project team Technical delivery teams Users of systems 	<ul style="list-style-type: none"> Requirements gathering Daily Requirements validation Daily Implementation and co-ordination of infrastructure requirements and development toolsets Daily

Key result areas

The job encompasses the following major functions or key result areas:

- Data migration planning
- Data migration analysis
- Data migration design
- Data migration execution
- Post go live support
- Relationship management
- Corporate contribution

The requirements in the above key result areas are broadly identified below:

Key accountabilities

Key accountabilities (jobholder is responsible for)	Key accountability measures (jobholder is successful when)
1 Data migration planning	
<ul style="list-style-type: none"> • Identifies, documents and validates data migration scope, risks, constraints, dependencies and assumptions • Develops, documents and validates data migration strategy 	<ul style="list-style-type: none"> • Data types, migration activities, migration methods and tools, scope, risks, risk mitigation, constraints, dependencies and assumptions are identified in the Data Migration Strategy • Key users and stakeholders have accepted the Data Migration Strategy
2 Data migration analysis	
<ul style="list-style-type: none"> • Engages key users and stakeholders in defining data migration requirements • Identifies, documents and validates data migration requirements, technology and IT infrastructure requirements and expectations • Identifies source data requirements • Assesses source data quality • Defines business rules for handling source data • Identifies, documents and validates target data requirements • Maps and specifies the required transformations from the source data to the target data • Validates data migration requirements with key users and stakeholders 	<ul style="list-style-type: none"> • Key users and stakeholders have actively contributed to the identification of data migration requirements • Data migration requirements have been identified and documented for source and target data sets including archive requirements • Source data requirements including data volume and data value are identified in the requirements • Source data completeness is identified and the requirements identify how source data gaps will be filled • Business rules for handling source data are identified in the requirements • The data migration requirements identify how source data is mapped/transformed to target data • Key users and stakeholders have accepted the data migration requirements

Key accountabilities (jobholder is responsible for)	Key accountability measures (jobholder is successful when)
3 Data migration design	
<ul style="list-style-type: none"> • Designs a staging area for conducting data transformation and fixing errors • Designs target data architecture • Maps source, staging and target data architectures to each other including rules and transformations • Identifies data migration technology • Designs data migration procedures • Designs data cleansing procedures • Designs data conversion procedures • Designs data validation procedures • Validates data migration design specifications with key users and stakeholders 	<ul style="list-style-type: none"> • The staging environment mirrors the production environment • Target data structures house data to support the target application • A data migration correlation roadmap identifies the path data takes from the original source to the final source • Technology to access legacy data is identified • Procedures to move source and staged data into the target data source; validate that previously existing data structures and functionality remain intact; and validate data completeness and accuracy are identified and documented • Procedures for fixing errors and refining the source data are identified and documented • Procedures for converting source data to the proper value and format in the staging and target data stores are identified and documented • Procedures for validating the integrity of the data content at each migration stage are identified and documented • Key users and stakeholders have accepted the data migration specifications
4 Data migration execution	
<ul style="list-style-type: none"> • Tests data migration procedures • Creates and populates staging areas • Cleanses data • Converts/transforms data • Performs trial data migrations into staging • Performs data migration into production 	<ul style="list-style-type: none"> • Data migration, data validation, data cleansing and data conversion procedures are tested based on design specifications • The staging area is created • The data migration procedures that move data from the source data store to the staging area along with any transformation requirements are executed • Validation procedures are executed to measure the success of the staging phase • Data quality evaluation is undertaken • Remedial steps for fixing errors are executed • Validation procedures are executed to measure the success of the cleansing phase • Procedures for converting/transforming the source data to the required format are executed • Validation procedures are executed to measure the success of the conversion/transformation phase • Procedures for moving data from the staging area to the target data store are executed • Key users and stakeholders have reviewed

Key accountabilities (jobholder is responsible for)	Key accountability measures (jobholder is successful when)
	<ul style="list-style-type: none"> and approved the trial migration results Validation procedures are executed to measure the success of the data migration
5 Post go live support	
<ul style="list-style-type: none"> Monitors service desk work queue and responds to support issues within agreed service levels Works with key users and stakeholders to identify and resolve data issues Conducts post implementation review of data migration exercise 	<ul style="list-style-type: none"> All service desk jobs are responded to within agreed service level Key users and stakeholders contribute to identifying and resolve data issues Data migration results, lessons learned and knowledge transfer is documented
6 Relationship management	
<ul style="list-style-type: none"> Establishes and maintains close working relationships with internal and external contacts 	<ul style="list-style-type: none"> Effective, professional relationships and partnerships are developed and maintained with internal and external contacts Professional image is conveyed in public forums
7 Corporate contribution	
<ul style="list-style-type: none"> Promotes the implementation of the Corporate Culture Statement, Leadership Model and Health and Safety Systems Recognises individual responsibility for Workplace Health and Safety under the Health and Safety in Employment Act 1992 Meets the statutory responsibilities detailed in the Information Management Policy and Procedures standard Meets Bay of Plenty Regional Council's statutory responsibilities for civil defence and emergency management 	<ul style="list-style-type: none"> Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes Hazards are identified and all incidents and accidents are reported Participates in any wellness programmes, such as stress management training and health monitoring Council records are created and maintained in corporate information systems, meeting specified information management standards Participates in any civil defence and emergency management training initiatives and assist with any civil defence emergencies, as part of Bay of Plenty Regional Council's responsibilities for civil defence and emergency management

Delegations

In accordance with the Council's Delegation Instrument(s) this job:

Does / Does not control a budget Amount \$

Can / Cannot spend money from other's budget Amount \$

Jobholder can spend unbudgeted capital Yes No Amount \$

Jobholder is responsible for committing the organisation to long term contracts Yes No

Jobholder signs correspondence on behalf of the Council Yes No

Freedom to act

Guidelines and support available to assist the jobholder to make decisions e.g. policy documents, standard procedures, reference to team leader or senior employees. If jobholder can make decisions without approval from anyone else, please note that authority.

- Position has a high level of autonomy
- Work outputs and completion targets are set by the implementation project plan
- Work method is subject to general instructions with individual approach and creativity encouraged to suit the project and staff
- Assistance is given by request rather than through continuous hands-on support
- Progress is reviewed periodically

Work complexity

Most challenging duties typically undertaken and the frequency of it being performed:

- Brings order to each data migration phase
- Ensures acceptance of each data migration phase
- Presents technical information in an audience appropriate way to all levels of the organisation

Other aspects

Note any significant aspects of this job that have not been captured elsewhere in this document.

- -

Person specification

Minimum academic qualifications and experience required:	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none">• Tertiary degree in Information Technology, Computer Science or equivalent• A valid driver's licence required*¹	<ul style="list-style-type: none">• MS DBA Certification

Knowledge / experience (indicate years of experience required as appropriate)	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none">• Five + years in performing complex source and target data analysis• Five + years in large, phased data migration exercises• Five + years application testing and release management	<ul style="list-style-type: none">• Experience in database administration• Experience in writing business requirements, specifications, manuals or similar material• Exposure to project environments

¹ Driving record free of driving suspensions or convictions (excluding demerit points and infringement fees). Requirement for valid Driver's Licence may be waived if applicant has a driving-related disability.

Key skills / attributes / job specific competencies

The following indicates what would typically be expected for this role at a competent level:

Advanced knowledge	<ul style="list-style-type: none">• SQL Database Administration• SQL Server Integration Services
Working knowledge	<ul style="list-style-type: none">• SQL Server Reporting Services• ITIL V3
Awareness	<ul style="list-style-type: none">• Community, cultural and political awareness.

Personal attributes / key behaviours

- Someone who is articulate and communicates well in both verbal and written contexts
- Someone who has vision, is open minded and consultative
- Someone who can think strategically and creatively to form an overview and solve problems
- Someone who can see both sides of an argument and reason their way to identifying the best solution
- Someone who thinks critically, is analytical and can identify issues, risks and opportunities with doing things differently
- Someone who can influence and negotiate outcomes that benefit all
- Someone with high levels of energy, initiative, sound judgement and a sense of urgency
- Someone who is committed to maintaining a high standard and quality of work and ethics
- Someone who has a deep belief in the value of technology as an enabler
- Someone who is able to work well and contribute extensively in a team environment
- Someone who is able to multi-task, prioritise and escalate where necessary
- Someone who has the ability to learn quickly

Other requirements

- May require frequent travel within or outside Bay of Plenty region.

Change to job description

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.

Recommended:

Manager

Date

Approved:

Manager

Date

Discussed with incumbent:

Employee

Date



Our values - our journey

A tatou haerenga

Our values reflect who we are and what is important to us.

Te Pumanawa 'the beating heart of the organisation'.

Our organisational values have been woven together following input from staff across the organisation, now it's up to each of us to bring these values to life in the work that we do every day.

TRUST	INTEGRITY	COURAGE
We trust each other and work to build trust	We do what we say we will do We act with purpose to achieve results	We act boldly to lead and do the right thing for our region
MANA (manaakitanga)	KOTAHI (kotahitanga)	WHĀNAU (whanaungatanga)
<p>Mana</p> <ul style="list-style-type: none"> ▪ Leadership ▪ Having strength and courage ▪ Being a positive influence ▪ Being proud and courageous ▪ Professionalism <p>Manaakitanga</p> <ul style="list-style-type: none"> ▪ Trust and respect ▪ Reciprocity (sharing) ▪ Nurture/support <p>Mana has many meanings such as integrity, charisma and prestige.</p> <p>Manaaki means 'to nurture and support and help each other grow'. When you add the 'tanga' the word is enhanced.</p>	<ul style="list-style-type: none"> ▪ Unity ▪ Strong emphasis on collaboration ▪ Being inclusive ▪ Nurturing a positive team spirit ▪ Sense of ownership <p>Kotahi means 'as one'. Adding the 'tanga' accentuates the word, giving it a wider meaning, bringing us together – 'strength in unity'.</p>	<ul style="list-style-type: none"> ▪ Strong focus on relationships. ▪ Having fun and being happy ▪ Socialising, including the importance of friends ▪ Supporting each other <p>Whānau means family. Adding the 'tanga' extends the word to a wider whānau context. It has a very strong focus on relationship within the organisation.</p>