

THE NATIONAL INSTITUTIONS OF THE CHURCH OF ENGLAND

MANAGING EMPLOYER: THE CHURCH OF ENGLAND CENTRAL SERVICES

PROJECT: NATIONAL SAFEGUARDING CASEWORK MANAGEMENT SYSTEM

Job Description

JOB PROFILE

JOB TITLE: Data Migration Specialist **(18 months Fixed Term Contract)**

GRADE: Band 3

LOCATION: Church House, Great Smith Street, London, SW1P 3AZ

ACCOUNTABLE TO: Safeguarding Casework Management System Project Manager & Deputy Director - Partnerships

ACCOUNTABLE FOR: A Data Migration Specialist will play a key role in analysing, planning, implementing, and managing data migration into the new system —particularly streams moving between disparate systems

KEY RELATIONSHIPS: Project Manager, Lead User, Business Analyst, Project Board members, Diocese and Cathedral Safeguarding Advisors, Diocesan management, NCI colleagues in various teams, System provider

BACKGROUND:

In 2016 it was identified that to support consistent safeguarding practice, improve the quality of recording and to effectively manage the tracking of those who posed a safeguarding risk, the Church of England needed to operate using a common casework management system. This came about in response to findings identified in the SCIE independent safeguarding audits of Dioceses, and in preparing for the Independent Inquiry into Institutional Child Sexual Abuse's (IICSA) investigation into sexual abuse in the Anglican Church.

The Archbishops Council has committed to creating a national safeguarding Casework Management System, which will be adopted by the National Safeguarding Team (NST) and ultimately all dioceses, cathedrals and TEI's of the Church of England.

Currently, case management is handled in different systems and recorded in a variety of formats. The scope of this project includes capturing, cleansing, validating and migrating case related data into a new system and establishing a standardised data management process.

To assist NST on this matter, there is a requirement for a Data Migration Specialist to lead the Church of England on this very exciting new change journey to help adapt a new technology that will modernize case management and introduce much needed process efficiencies.

JOB SUMMARY:

You will be a confident, trusted expert with bags of initiative and drive. This role will suit someone who thrives in complex environments with lots of change and challenge. You should have a proven track record of stakeholder management, supporting projects and leading / implementing change.

- Leading on the data migration needs for the new solution
- Overseeing and ensuring delivery of all aspects of data analysis, mapping and transfer
- Owning the quality of the migrated data and the validity of the migration processes and operation

This is a hands on role that will need both a strategic and operational approach: planning and making things happen.

Key responsibilities:

- Meet with stakeholders to understand data migration requirements and needs
- Liaise with system owners, new system provider, data stewards, information governance and data protection and Technology team to understand data migration risks, limitations and governance requirements
- Strategize, plan, and manage an end-to-end data migration process, including moving the data and converting/transforming content as necessary, whilst considering risks and potential impacts
- Review gaps and propose a solution for data migration during the solution design phase
- Devise and get approval for the data migration strategy for the implementation
- Oversee and ensure the production of a mapping matrix for all data
- Oversee and ensure a gap analysis for any missing or archive data
- Review the system provider's migration approach, methodology and tools and ensure this is fit for purpose or recommend changes or alternatives.
- Identify data that cannot be migrated, with recommendations for where and how this data will be stored/accessed.
- Review as is data quality and put in place plans to address any required data quality improvements
- Audit existing data systems and deployments and identify areas for improvement
- Cleanse or transform data so that it can be effectively moved between systems
- Oversee the direct migration of data, which may require minor adjustments
- Test the migration approach and methodology before and after the migration process including the production of data validation scripts and managing error reports and/or points of corruption
- Support the UAT for the new system to ensure that users can find and access the data.
- Provide documentation on the strategy, the exact migration processes, risks, testing etc.
- Develop and propose data migration best practices for this project
- Ensure compliance with regulatory requirements and guidelines for all migrated data

The main duties and responsibilities of your post are outlined in your job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are

commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

PERSON SPECIFICATION:

Essential:

- Degree in IT and computer science
- At least 3 years experience of working in a complex, multi-priority organisation
- Full life cycle experience of the data migration process, from strategy and planning, through to testing, execution, go-live and aftercare
- Experience in working with data migration in major projects
- Experience of managing migration error reporting and mitigation
- Experience of using a variety of migration tools and able to recommend the best solution
- Strong attention to detail in order to evaluate data for accuracy and errors
- Understanding of data mapping and modelling
- The ability to problem-solve under pressure and in complex situations
- A methodical and logical approach to planning and organisation
- The ability to clearly communicate with team members
- Excellent time management skills and a goal-oriented personality
- A strong understanding of data protection and data governance
- A commitment to growth and an interest in professional development as the IT industry grows
- A thorough understanding of database systems and software
- Proactive approach to problem solving
- Experience with Master Data, understanding MDM domains, data structure (hierarchy & groups), fields and the business definitions of these

Desirable criteria:

- Understanding of Data Quality best practice, an advantage.
- Previous experience in doing similar role in relation to Safeguarding and/or Casework Management System
- Experience of working in an integrated environment
- Knowledge of Dell Boomi integration and master data management

Other:

- Occasional travel required when Covid-19 related restrictions are lifted.

GENERAL INFORMATION:

Who we are and our values

We in the National Church Institutions support the mission and ministries of the Church locally and throughout England. We work together in our teams, with those who serve in Parishes, Dioceses, Schools and other ministries and with our partners at a national and international level.

We have developed our NCI 'people' values which are below, and we work with these regardless of whether we are of Christian faith, another faith or no faith;

Excellence: we take pride in doing a good job

- Understand the needs and expectations of those we serve and support
- Take personal responsibility for solving problems and learn from what we do
- Support what works but be open to and welcome change where it's needed
- Work with others to get the best Result for those we serve and support

Respect: we treat everyone with dignity

- Value people for who they are and embrace our differences
- Listen and learn from each other, regardless of who or what we are
- Set clear, realistic and fair expectations
- Recognise achievement and support each other

Integrity: we are trustworthy

- Do what we have said we will do
- Take accountability for what we do
- Be open and straightforward with ourselves and others
- Celebrate behaviours that support our values and challenge those that don't

Our training, policies, procedures and practices are all intended to support behaviours in line with our values and we expect all staff to uphold these.

Diversity

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- Values difference in others and respects the dignity and worth of each individual
- Reflects the diversity of the nation that the Church of England exists to serve
- Fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, customers and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

Standards of Behaviour and Conduct

Staff are expected to act always with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

Health and Safety Responsibilities

The NCIs take Health and Safety at work very seriously and require their staff to familiarise themselves with, and follow, their policy.

Confidentiality

Staff must not pass on to unauthorised persons, any information obtained during their duties without the permission of their Head of Department.

TERMS OF EMPLOYMENT:

Starting Salary:

Pension Contributions:

Non-clergy staff will be automatically enrolled in the Church Administrators Pension Fund (CAPF, DC Section) unless they choose to opt out. Clergy already in the Church of England Funded Pensions Scheme (CEFPS) will have the option of either remaining in this scheme or joining the CAPF scheme.

The Church Commissioners have an income protection insurance arrangement. To be eligible for cover under this policy an employee must be a member of the CAPF DC section. Please note that insurance cover is not necessarily automatic and that underwriting may be required by the schemes in some instances. Cover will be subject to any terms and conditions laid down by the insurance company.

Hours of Duty:

Normal hours of work are 35 per week, Monday to Friday with an hour's unpaid break for lunch.

Annual Leave:

25 days paid leave per leave year (pro-rata). This is exclusive of public holidays and additional holidays approved by your employer.

Season Ticket Loan:

Staff are eligible to apply for an interest-free travel season ticket loan for their journey to and from work.

Contract: