Job Description: Data Migration Officer

Reports to: People Systems and Data Manager
Location: Currently operating hybrid working in our West London Office
Contract: Fixed-term contract until 31st January 2027
Pattern: Full Time (standard hours 9am – 5.30pm)
Salary: £30,000 to £37,000 (depending on experience)

About the role:

Ark Schools have recently appointed Midland HR's iTrent as our new HR and Payroll system. This is a significant and complex change programme for Ark, and we are now seeking a data migration specialist with experience of delivering an HCM data migration to join our fantastic team to support this transformational change.

Working alongside key members of the Ark's central teams, schools, and the supplier, the Data Migration Officer will ensure a smooth transition of data between legacy systems into our new system, contribute to the scoping of data migration plans and play a key role monitoring data migration success. The role is supported by the People Systems and Data Manager (as manager) and a dedicated Project Manager, Change Manager and other internal project roles. You will also work closely with school HR representatives with knowledge of their data and challenges. .

The Data Migration Officer's previous experience will be key in ensuring that they can successfully deliver a data migration plan to ensure the implementation of our new HR system goes smoothly within central and school-based teams. Experienced in data cleansing, extraction, translation and load you will ensure that Ark data moves successfully between systems.

Project Scope:
- There are two key strands of the project:
- Implementation of the HCM, including integration and provisioning with other Ark systems (e.g. Entra, Bromcom)
- Implementation of integrated payroll within HCM and associated outsourced payroll provider

Alongside our HCM implementation, Ark is currently considering options for Learning Management and the deployment of learning functionality may also fall within the scope of this role.

Key Responsibilities:
- Developing an understanding of our existing (Bromcom, Cezanne, HR and payroll datasets) and new (Midland iTrent) HR platforms and data.
- Acting as a subject matter expert for data migration between our old and new HR systems.
- Lead on migrating HR data from our current systems to the new platform, working with third party providers and other project stakeholders, and support schools with manually adding data where needed.
- Highlighting areas of high risk or difficulty in relation to data migration, traction or interactions with stakeholders including schools.

- In preparation for the system migration project, carry out a quality and completeness check designing, building and then deploying data checking tools across the network of schools and central teams.
- Carrying out thorough data quality checks post migration to identify any errors, logging discrepancies and/or gaps to ensure that future migration cohorts migrate with increasing accuracy.
- Ensure that the progress of data migration planning and delivery is monitored in collaboration with the Project Manager.
- Performing data testing on the system to ensure that employee data has been migrated successfully; troubleshooting and resolving any issues that arise during migrations.
- Responsibility for documenting data mapping between systems pre migration.
- Responsibility for documenting data migration steps to smoothly replicate migration for future cohorts.
- Identify, proactively plan preventative action to address concerns and data issues.
- Work with schools, occasionally on-site (Birmingham, Portsmouth, Hastings and London), to ensure that data is corrected in the run up to migration as needed.
- Work with the project team, HR teams, schools, third-party provider, technology, finance and other relevant departments to ensure that the data migration is implemented effectively.
- Form a high trust collaborative working relationship with the HCM Functional Lead and Business Analyst and Project Manager, responsible for delivery of data migration tasks according to the project timelines and scope, agreeing timescales where tasks are carried out by others.

Person Specification: Data Migration Officer

Knowledge & Skills
- Previous experience of data migration projects
- Strong operational knowledge of data migration between HR and payroll systems
- Experience of data mapping, cleansing and validation
- Strong understanding of data structures, relational databases, and ETL tools
- Experience in manipulating data in Excel and/or SQL
- Experience working within complex migration projects with multiple workstreams
- Knowledge of good practice/procedures regarding compliance with data protection legislation
- Experience of working with external third parties.
- Experience of working with remote project teams.
- Experience with Midland HR's iTrent and CezanneHR (desirable)
- Knowledge of the education sector (desirable)
- Knowledge of Bromcom (desirable)
- Previous experience of HCM data migration projects within education (desirable)

Personal Qualities
- Ability to pursue a change agenda with resilience, managing difficult situations and stakeholders.
- Effective communication skills – both written and verbal.
- Strong stakeholder management skills.
- Ability to use initiative and resolve problems in analytical manner.
- Ability to work independently.
- Strong organizational and multitasking abilities.
- Strong team player.
- Strong attention to detail and commitment to data accuracy.
- Ability to maintain confidentiality and handle sensitive information with care.

Other
- Right to work in the UK.
- Commitment to equality of opportunity and the safeguarding and welfare of all students.
- Willingness to undertake training.
- This post is subject to an enhanced DBS with barred list check.
- The role will be office and home based, with a requirement for the role to be either onsite at a school or in the office 2 to 3 times a week.

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this link.

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this link.