



**Data Migration Manager
Student Information Systems (SIS) Project
Office of the Vice-President, Academic Affairs (Registrar)
Two Year, Fixed Term Contract**

DCU www.dcu.ie is a rapidly growing University and is now looking to transform the way in which its staff and students interact with each other, using student information to align to our values and achieve excellence in service, ensuring the future needs of DCU can be met.

The Student Information Systems (SIS) project is being mobilised in the Office of the Vice-President Academic Affairs to deliver this transformational change.

This transformation will be enabled by effective and efficient business processes supported by a fully integrated Student Information System (SIS) which will support our objectives to create and sustain a globally engaged university.

The Student Information Systems will consolidate and modernise multiple legacy student information systems into one, integrated software solution. The new SIS includes all crucial student information: admissions, finance, registration, enrolment, course management, advising, billing and payment, records, and more. Students will be able to access all of their key information through a single point-of-entry, providing a more agile and personalised experience.

The SIS Programme has been mobilised to deliver this transformational change. The programme consists of several delivery streams relating to business design and configuration, technology & integration, reporting & analytics, data, and change management.

Role Profile

Reporting to the Data and Reporting Lead and working as part of the Data and Reporting work-stream of the SIS Programme Team, the candidate appointed to this role will assume overall responsibility for managing and delivering the data migration for the project. The Data and Reporting Delivery stream has responsibility for data governance, data architecture, data cleansing, formatting, and data migration from legacy systems to the new SIS. The Data Migration Manager is expected to play a key leadership role within the work-stream and supervise team members responsible for delivering data migration from legacy systems to the new Student Information System.

Duties and Responsibilities:

Reporting to the Data and Reporting Stream Lead, the post-holder will:

- Play a key role in developing the data migration strategy and operational plan for SIS
- Take ownership of the data migration plans from the legacy system and other data sources, scheduling/coordinating cutover and data validation activities
- Provide leadership in managing all data migration activities within a small team
- Work with colleagues across the programme and with the vendor to establish standard data management methodologies to support the successful delivery of the SIS programme
- Play a leading role in the execution of data mapping, testing, cleansing/remediation for all legacy system data

- Work with colleagues to establish the definition of mapping/conversion rules
- Perform ETL (extract, transfer, load) activities as needed
- Work with cross-institutional teams to identify data quality issues and support in defining remediation alternatives
- Plan and execute pre-load and post-load data validation activities
- Report on project status and conversion readiness, escalate risks and provide recommendations
- Identify data migration risks and issues and implement strategies/mitigation activities to reduce/eliminate identified risks and issues
- Have an understanding of Data Protection issues
- Collaborate with the Data and Reporting Team to ensure robust data governance principles are understood and respected throughout the project
- Develop and manage positive and effective relationships with key internal and external stakeholder networks to identify and respond to their specific data needs
- Plan and facilitate data migration meetings and events in consultation with key stakeholders
- Project Management
- Ensure that the data migration requirements that are necessary to keep the project on track are understood, clearly communicated and executed on time
- Coordinate data migration activities among the data migration team to monitor progress, key milestones and deliverables
- Develop and critically review project documentation, including; specifications, project plans, status reports, change requests, work plans, risk and issue logs.

Qualifications, experience and skills required:

The successful candidate must possess a third level degree/post-graduate qualification in a relevant discipline. They should have a minimum of 5 years' experience in an appropriate and similar role, ideally playing a key role in enterprise-scale projects pertaining to data extraction, data conversion and data migration, and leading workstreams on major technology projects.

The successful candidate for this role will have:

- Demonstrated experience with large scale organizational projects
- Experienced building project plans and coordinating execution efforts and follow-ups
- Experience designing, writing and deploying ETL solutions
- Expert knowledge of data extraction methodologies and processes
- Demonstrated skills in designing and implementing extraction processes
- Ability to define, articulate and document technical requirements
- Strong knowledge and understanding of master data objects and database concept
- Knowledge of SQL and a strong understanding of data load tools
- Specialist training in Data Migrations is an advantage
- Strong project management skills and, ideally, a project management qualification
- Demonstrated ability to adapt and respond to multiple stakeholder needs, develop innovative solutions, and drive successful outcomes
- Well-developed social skills and ability to build relationships and work, negotiate with and influence people at different levels and with different backgrounds
- Resourceful and creative, a dynamic and adaptable approach, proactive leadership style and the ability to take the initiative and responsibility
- Management or experience of supervising teams is a distinct advantage.

NOTE: level, type and duration of experience(s)/skill(s) will be factors in short listing for interview and in final selection.

Essential Training

The post holder will be required to undertake the following mandatory compliance training: Orientation, Health & Safety, and Data Protection (GDPR). Other training may need to be undertaken when required.