Job Description: MIS Migration Lead

Reports to: IT & Systems Programme Manager
Location: West London – currently operating an agile working policy with two core days (Mon and Weds) in the office
Contract: FTC (until December 2024)
Pattern: Full Time (standard hours 9am – 5.30pm)
Salary: £35,000

About the role:

We are looking for an MIS Migration Lead to support in the migration of our primary school's HR data to a new platform. The MIS Migration lead will sit within the IT & Systems project team and will report to the IT & Systems Programme Manager, leading on the migration of HR data across our primaries to the new platform. This is an exciting position which will give an enthusiastic and driven applicant a chance to gain hands-on experience with HR system implementation and data migration. You will have a dotted line to our HR Information Systems Manager who will be your subject matter expert for HR data and provide guidance and support, enabling you to develop your understanding of HR systems. Depending on the requirements of the implementation, you might also take on a role for supporting with the migration of pupil data.

In this role, you will provide support for all data and system activities for the HR migration. You will maintain any documentation regarding the HR elements of the migration including mappings and other data activities. You will be key in answering queries around the migration and in understanding the structure of our HR data across the network during the migration. You will also be assisting IT & Systems Project Manager in the set-up of the new systems ensuring that the correct functionality is in place.

As part of the migration, Ark is going through a system data cleanse so one of the key responsibilities will be carrying out data quality improvements on our HR data sets. This will mean carrying out thorough data quality checks and working to resolve any issues or discrepancies that may arise.

Key Responsibilities:

- Developing an understanding of our HR platform and HR data and how it is used throughout our network by schools
- Acting as a subject matter expert for our HR platform in areas including, but not limited to, HR configuration, data mapping, access management, and field usage
- Lead on migrating HR data from our current system to the new platform, working with third party providers and other project stakeholders, and support schools with manually adding data where needed
- Supporting in the configuration and setup the HR aspects of the new MIS to ensure they align with HR requirements
- In preparation for the system migration project, carryout a quality and completeness check using existing data checking tools for the given school and feedback in a timely manner to stakeholders
- Carrying out thorough data quality checks to identify any errors using existing data checking tools, discrepancies and/or gaps during the migration process and cleansing HR data, as necessary, to ensure accuracy during the migration

- Performing data checks on the system to ensure that employee data has been migrated successfully; resolving any issues that arise during migrations
- Collaborating with the migration team, school, third-party provider and HR teams to trouble-shoot and resolve any technical issues that may arise related to the systems migration
- Responsibility for setting up and managing documentation to support the successful delivery of the project
- Deliver training to school leads responsible for HR data to ensure that they are able to utilise the new system and have a clear understanding of its use
- Undertake school visits as required (Birmingham, Portsmouth, Hastings and London) during system migration

Person Specification: MIS Migration Lead

Knowledge & Skills
- Previous experience of working with HR systems and data (ideally within education)
- Proven experience in HR operations or HR administration; and/or a working knowledge of system implementations and data migration projects is desirable
- Strong experience in manipulating data in Excel (v-look ups, IF function, pivot tables etc)
- Knowledge of good practice/procedures regarding compliance with data protection legislation

Personal Qualities
- Effective communication skills – both written and oral
- Excellent attention to detail to ensure data accuracy
- Able to use initiative with strong problem-solving skills
- Strong organisational and multitasking abilities
- 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 check

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.