



watmos
COMMUNITY HOMES

Recruitment Information

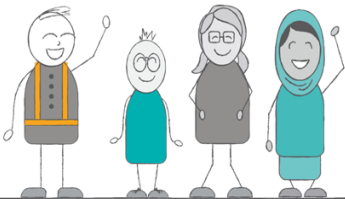
Data Migration and Reporting Lead





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Letter To Applicants

October/November 2024

Dear Applicant,

Re: Data Migration and Reporting Lead
2 years' fixed-term contract
Location: Walsall, West Midlands

Thank you for responding to our recent advertisement for the post of **Data Migration and Reporting Lead**.

To apply you should upload your CV and complete some basic details on our recruitment site, which can be reached by clicking [here](#)

Further information about Watmos can be found on our web site www.watmos.org.uk

Before completing your online application, please read the job description and the person specification carefully. The selection panel will only shortlist applicants who have demonstrated on their CV that they meet the criteria on the person specification. Consider how all your education, training, skills and experience relate to your application.

Should you have any questions or have special requirements please e-mail recruitment@watmos.org.uk or contact Jen Medza, Human Resources Assistant on 01922 471910.

- The closing date for receipt of applications is **10th November 2024**.
- Shortlisting will take place on **11th November 2024**.
- Interviews will be held on **18th November 2024**.

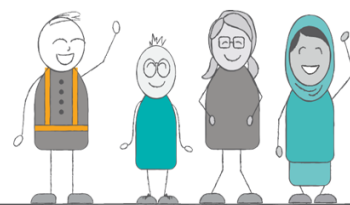
Should you have any questions regarding the application process please do not hesitate to contact me.

All the very best with your application.

Yours sincerely,

M. Anderson

Michael Anderson
Head of Human Resources





Advertisement



watmos
COMMUNITY HOMES

Leading the way in resident empowerment Watmos' unique approach has put it at the forefront of transforming communities, providing great homes and exceeding expectations. We are seeking an outstanding and dedicated individual who shares our passion for improving people's lives.

Data Migration and Reporting Lead **2 years' fixed term contract**

£45,000 plus many benefits. Hybrid working.

Location: Walsall, West Midlands.

In collaboration with the Cx project manager and Civica technical consultants, you will oversee the migration of all necessary legacy data into the new system, ensuring compliance with the project timeline. You will also ensure that relevant management information is accessible to business leads and users when the systems go live. After the migration, you will confirm the successful transfer of data and secure sign-off from the Business Leads.

The ideal candidate will hold relevant ICT qualifications or have equivalent experience, with extensive knowledge of legacy databases and Civica Cx/Open Housing. Excellent communication and problem-solving skills are essential, along with the ability to demonstrate understanding, patience, and strong analytical abilities. A high level of accuracy and attention to detail in data handling and reporting is also crucial.

We are genuinely proud of our diversity, our people, our values, our homes and our achievements and you will support our ongoing evolution.

In line with our ethos as an organisation we are committed to creating a diverse and inclusive organisation with a sense of belonging, where everyone knows their opinions matter and their talents can be fully utilised. We encourage applications from those of all backgrounds and strongly value having a workforce that includes people who have different life experiences.

To download a recruitment information pack and apply:

Visit: <https://watmos.current-vacancies.com/Careers/Watmos%20VSP-1722>

e-mail: recruitment@watmos.org.uk

Write to: Jen Medza, Human Resources Assistant
Watmos Community Homes, 116-120 Lichfield Street,
Walsall, West Midlands, WS1 1SZ

Closing Date: 10th November 2024





Job Description

Job Title:	Data Migration and Reporting Lead
Department:	ICT
Responsible to:	Cx Project Manager
Responsible For:	None
Significant Relationships:	Internal: Watmos Group Staff. The Watmos Board and sub-committees of the Board. Subsidiary Committee Members. Suppliers and contractors. External: Regulator of Social Housing. Regulatory Auditors. Third Party Suppliers. Tenants, Residents, Housing Applicants.
Location:	Watmos Community Homes, 116-120 Lichfield Street, Walsall, West Midlands, WS1 1SZ. Hybrid working.
Special Conditions:	Occasional weekend and evening work may be required. Flexibility to attend site meetings as required.

Job Purpose

As a Data Migration & Reporting Lead, the post holder is responsible for ensuring all legacy data that requires migrating into the new system is exported, cleansed and presented for loading in accordance with the dates set out in the project plan. The post will ensure that all necessary management information including business reports, statistics and process information is available to the business leads and users as required when the systems enter operational use.

Following migration, the Data Migration Lead is similarly responsible for ensuring the data migration has been carried out successfully and achieves sign off from the Business Leads to that effect.

The post holder will work closely with the Civica Technical Consultants and the Cx Project Manager to ensure all changes and configuration decisions are communicated and understood between all parties.

The professional image of ICT Services. Interaction with customers and staff at all levels will be of the utmost importance. An excellent working relationship between the post holder and the main customer contacts will be essential.

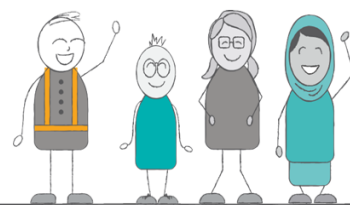




Job Description

The post holder key responsibilities include:

- Lead on Data Migration for Cx Housing, Asset, Contractor and Financial Implementation.
- Agree data migration strategy, including any necessary data cleansing Data mapping for all relevant systems and successful data transfer.
- Provide 'clean' datasets to be loaded into the new systems. All data sets to include a preload sign off checklist.
- Support colleagues with data cleansing exercises by providing them with identified areas of missing data.
- Ensure Legacy Financials are in the correct state before extraction by agreement with finance and Civica.
- Define data structures and changes required for the solution, associated modules, interfaces & bespoke development. This includes any API integration templates.
- Support the Project Manager to agree a detailed data transfer plan, including the exit from the current system.
- Ownership of the data migration, taking any necessary corrective action to ensure data conversion is on track.
- Attend all required training with Civica.
- Prioritise reporting requirements; work with the Executive Team to understand the critical KPI and management information and the Heads of Service to identify and deliver the operational requirements.
- Test reports and seek sign off from the relevant business/data owners.
- Train colleague on how to use the reports.
- Deliver all assigned tasks within agreed timescales and budget.
- Maintain project management records in accordance with agreed project management approach.
- Produce end of stage reports, including 'Lessons Learned'.
- Work on own initiative within the project team.
- Communicate technical information to colleagues in situations where they will not easily understand the material presented and therefore adjust the language used to ensure there are no misunderstandings or communication breakdowns.
- Risk management – incorporate risk management in planning by identifying potential risks and impact.
- Ensure all related documentation is maintained and up to date.
- Promote and observe the organisation's key corporate objectives at all times (e.g. our Values, Equality and Diversity, Resident Involvement, Confidentiality, Data Protection, Code of Conduct, Health & Safety and customer care).
- Data Protection – ensure own actions comply with the Data Protection principles.
- Be proactive to assist the Cx Project Manager to identify and minimise associated risks.
- Recognise and report any data breaches in accordance with organisation policies and procedures.
- Ensure Data Protection knowledge and understanding is maintained in line with current legislation.





Job Description

Personal Development

The post holder will:

- The post holder will be required to identify and report any self-development requirements in line with the post responsibilities, new technology and the changing needs of ICT Services and its customers.

Other

- Comply with and implement the GDPR (General Data Protection Regulation).

Note

These duties may be performed on behalf of any member of the Watmos Group. No job description can cover every issue which may arise within the post at various times and therefore the jobholder is expected to carry out other reasonable duties and to provide cover for other staff as requested from time to time. This job description is intended to identify key responsibilities only, with specific targets to be agreed and reviewed on a regular basis. The post holder may be asked to do any other duties in line with responsibilities as required by the ICT Infrastructure Support Team Leader.





Person Specification

ASSESSED

ON APPLICATION FORM

AT INTERVIEW PROCESS

Qualifications

1. Computer or related science BTEC National Diploma level 4 or equivalent proven experience with evidence of continued professional development
Or Relevant ICT Software Specialist experience
Or qualified by experience to a similar level.

✓

✓

Professional Knowledge and Experience

1. Extensive knowledge of legacy databases.
2. Civica Cx/Open Housing experience.
3. E.T.L (Export, Transform, Load) Knowledge.
4. Microsoft SQL Server and Database administration and Reporting Services.
5. Data mapping experience.
6. Previous work with Housing and Asset data essential in a similar role.
7. HTML to support with API Integration requirements.

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Skills and Abilities

1. Excellent communication skills (Verbal, written, telephone, email).
2. Ability to adapt language used to ensure user understanding.
3. Builds rapport and works collectively with other staff.
4. Demonstrates understanding and patience.
5. Strong analytical skills to interpret complex data sets and identify trends and anomalies.
6. Strong problem solving skills to address technical and operational challenges during the migration process.
7. High level of accuracy and attention to detail in data handling and reporting.

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Person Specification

ASSESSED		
	ON APPLICATION FORM	AT INTERVIEW PROCESS
Flexibility and Commitment		
1.	Commitment to keeping abreast of technologies applicable to the post.	✓
2.	Commitment to attending out of hours meetings and events as required.	✓
3.	Willingness to travel as required and have overnight stays away from home when required	✓
4.	Flexibility to contribute to the work of the project team, providing support, assistance when needed.	✓

Note: This job description and person specification is issued as a guideline to assist you in your duties. Because of the evolving nature and changing demands of our business, this job description and person specification may be subject to change. You may, on occasions, be required to undertake additional or other duties within the context of this job description and person specification, and according to the needs of the company.





Benefits

My Pay

- Competitive salaries, which are benchmarked regularly.
- Salary reviewed annually.
- Enrolment into a pension scheme (4% employee contribution, 5% employer contribution). Opt-out available.
- Enhanced maternity, paternity, adoption and shared parental pay.
- Enhanced sick pay for when you really need it.
- Travel to work loans.
- Electric vehicle car lease salary sacrifice scheme.
- Considerable savings via our high street discount schemes – retail, travel, gym and leisure discounts.
- Enhanced travel expenses.
- Additional pay when working away from home for more than a night.
- Free professional subscriptions.
- Free car parking.

My Wellbeing

- 25 days annual leave rising to 30 days.
- 8 bank holidays.
- 4 additional concessionary leave days.
- Employee Assistance Programme offering support for home and work issues.
- Interactive wellbeing app designed to enhance your overall wellbeing.
- Access to free 24 hour counselling.
- Cycle to work scheme.
- Free flu jabs, eye tests and occupational health advice.
- Free tea and coffee etc.
- Ongoing assessment of your wellbeing and motivational drivers (work and personal) via 'Open Blend' software.
- A culture that promotes equity, diversity, inclusion and belonging.

My Flexibility and Work-Life Balance

- Hybrid working (home and office working), where role allows.
- Flexible working depending on your role. Flex your start and finish times.
- Flexi-leave. Additional time off for accrued flexi-time.
- A wide range of family friendly policies.

My Development

- In-person and online training sessions as well as e-learning, coaching, interactive workshops and external courses leading to a qualification.
- An innovative approach to performance management via the 'Open Blend' software coaching framework, putting the employee and their development at the heart of conversations.





About Watmos

Our Mission and Vision

By delivering our corporate objectives we will fulfil our mission, which is our 'core purpose' and our vision, which is what 'we ideally want to achieve for our residents'.

Our mission and vision are set out in the graphic to the right.



Our Mission

To provide great homes and services, build strong communities and improve people's lives.



Our Vision

To build a strong community focussed organisation where all our residents can prosper in healthy, safe and vibrant neighbourhoods.

Our Values

Our values are very important to us; they are our guiding principles driving what we do and how we work to deliver our Corporate Strategy. They reflect who we are and how we want to be seen.

Our values were developed by our Board and staff, and we hope everyone who meets us will agree that we live by them, and they are real. Our values are set out in the graphic to the right.



We are Stronger Together: We value the diversity of talents, perspectives and experiences of our people. We work collaboratively to foster creativity, challenge constraints and achieve shared goals.



We have Integrity: We are sincere and act with honesty and fairness. We keep our promises and are accountable for what we do, how we work and our decision making.



We are Caring: We work for the wellbeing and safety of our people showing empathy and understanding. We take responsibility for our environment.



We Strive for Excellence: We constantly review and improve how we do things. We take pride in our work. We make decisions that drive value for money and social impact.



We are Community-Focussed: We provide support to develop the skills, health and wellbeing of residents and build the capacity of community groups to help support thriving communities.



We are Agile: We are adaptable, resourceful and dynamic. We innovate to rise above challenges to make best use of our resources.

Link to Corporate Publications: <https://www.watmos.org.uk/corporate-publications>

