

Job Title: Data Migration Analyst – Student Record System Programme

Unit/School: Strategic Planning, Performance and Projects

Grade: 6A/B

HERA: SRS05

Core purpose of role

The postholder will be responsible for the execution of data migration activity, ensuring that student data is accurately and safely transferred from the legacy QLS system to the new Student Record System ahead of go-live. This role is central to the success of the SRS Programme and directly supports the University's strategic priority of Learning, Teaching and Student Success by ensuring the integrity and continuity of student records throughout the transition to a modern, integrated data infrastructure.

Key responsibilities and contributions

- Analysis & assessment of data held within the University's current Student Record System (QLS), identifying data quality issues, gaps, and risks ahead of migration to Thesis SM.
- Executing the data migration strategy and plan, defining the approach to extraction, transformation, cleansing, loading, and validation of the agreed minimum required dataset.
- Undertake data mapping between the legacy QLS system and the new platform, working closely with colleagues, stakeholders and system suppliers to ensure accuracy and completeness.
- Build, test, and iterate data migration scripts and transformation routines, ensuring data is cleansed, standardised, and fit for purpose prior to each migration run.
- Execute multiple migration rehearsal runs, identifying and resolving issues iteratively and maintaining a migration issue log with clear owners and resolution timescales.
- Execute data validation and reconciliation processes to verify the accuracy, completeness, and integrity of migrated data at each stage of the migration lifecycle.
- Work closely with subject matter experts (SMEs) across student records, registry, admissions, and academic schools to understand data structures, business rules, and data ownership.
- Produce clear data migration documentation including data dictionaries, mapping specifications, transformation rules, and cutover runbooks for sign-off by relevant stakeholders.
- Support the definition and execution of data cleansing activity within the source system (QLS) prior to migration, working with operational teams to remediate identified data quality issues.



- Contribute to the overall programme cutover planning, providing input on data migration sequencing, timescales, and dependencies to ensure a safe and successful go-live.
- Liaise with the University's Digital Services team and system suppliers to align on technical migration approach, data formats, and integration requirements.
- Report regularly to the PMO Lead/Manager migration progress, risks, issues, and readiness, escalating concerns in a timely manner.

Person Specification

Essential qualifications / Professional memberships

- Degree-level qualification (or equivalent professional experience) in Computer Science, Information Technology, Data Management, or a related technical discipline.

Essential experience, knowledge and skills

1. Demonstrable experience of significantly contributing to data migration projects, including data profiling, extraction, transformation, loading, and validation.
2. Experience of executing data mapping specifications between source and target systems, with a strong understanding of data structures, field-level mapping, and transformation rules.
3. Proficiency in SQL or equivalent query languages for data analysis, extraction, and validation, with the ability to write and iterate migration scripts and transformation routines.
4. Experience of planning and managing iterative migration rehearsal runs, maintaining a migration issue log, and working with technical and business teams to resolve data quality and migration issues.
5. Strong analytical skills with the ability to profile source data, identify quality issues and gaps, and define and implement data cleansing and remediation approaches.
6. Experience of defining and executing data validation and reconciliation processes to verify the accuracy, completeness, and integrity of migrated data.
7. Ability to work closely with subject matter experts, operational teams, and system suppliers to understand data structures, business rules, and data ownership requirements.
8. Experience of producing clear and comprehensive data migration documentation, including data dictionaries, mapping specifications, transformation rules, and cutover runbooks.
9. Understanding of data governance, data protection, and information security principles as they apply to the handling and migration of sensitive personal data.
10. Ability to contribute to programme cutover planning, providing input on data migration sequencing, timescales, and dependencies.



11. Good written and verbal communication skills, with the ability to explain complex data concepts clearly to non-technical stakeholders.
12. Experience of reporting progress, risks, and issues to project or programme managers, maintaining accurate records and escalating concerns in a timely manner.

Desirable

1. Experience of data migration in a higher education context, with familiarity with student record data structures, the student lifecycle, and regulatory reporting requirements such as HESA.
2. Experience of working with student record systems, ERP platforms, or similar enterprise systems.
3. Relevant data or technical certification such as Microsoft Certified: Azure Data Engineer, BCS Certificate in Data Management, or equivalent qualification demonstrating formal data management expertise.

Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable	Desirable	Desirable	Desirable
A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh.				
B1 - Intermediate user Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
C1 - Fluent user Can communicate fluently in Welsh.				
C2 - Master user Can communicate fluently on complex and specialist matters in Welsh.				

Disclosure & Barring Service requirements

This post does not require a DBS check.

Supporting information

The University is a dynamic organisation and changes may be required from time to time.

This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.