



Position Title	Data Migration Analyst
Employment Type	Full-time Fixed Term (3-year contract)
Unit	Education Learning and Assessment
Location	Sydney
Award	N/A
Award Level	N/A
Date	May 2019
Reviewed by	Director, Education Learning and Assessment, EDI – Program Manager, HR Business Partner

The Royal Australasian College of Physicians

The Royal Australasian College of Physicians (RACP) is a diverse and energetic organization that provides services to support the delivery of training, continuing professional development, and health policy and advocacy on behalf of more than 17,000 Fellows and 7500 Trainees, across Australia and New Zealand.

The RACP is responsible for the training and assessment of doctors who have completed their medical degree and hospital internship and wish to practice as physicians or paediatricians in a certain field of medicine. The RACP offers 60 training pathways, which lead to the award of one of seven qualifications and allow for registration in 34 fields of specialty practice with the Medical Board of Australia, or nine vocational scopes of practice with the Medical Council of New Zealand.

The RACP is an equal opportunity employer. All staff are expected to observe the RACP's policies about the prevention of discrimination and harassment, workplace safety and other matters included in the document called 'Working Together'.

Position Context

The position is located in the Education Development and Improvement (EDI) team within Education Learning and Assessment (ELA). The EDI Group is responsible for the delivery of key programs within and across ELA; working alongside Directorate Groups and staff to draw the skills and knowledge required to successfully deliver major change programs.

The College is undergoing considerable organisational change through which numerous business improvement initiatives and projects are being implemented to:

- Improve the way the College delivers services to its diverse membership
- Deliver on the College's requirement as the nationally accredited medical specialist training body for physicians and paediatricians in Australia and New Zealand.

At the same time, the College has embarked on an ambitious multi-year education renewal program which encompasses design, development and implementation projects in the following areas:

- Selection into Training
- Competency based curricula
- Technology enhanced learning and assessment and accreditation
- Programmatic Assessment
- Training Support – for supervisors and trainees
- Accreditation of Training Settings



Position Purpose

The role will provide input into the ELA's data strategy and migration plan and work end to end being involved in data creation and migration, data cleansing, data governance set up and business engagement through to data testing and migration. The position will operate within technology project implementation team and will working closely with the Project Manager, Education Directorate and other College stakeholders in ensuring project objectives are achieved.

The position requires you to have excellent skills in performing data analysis across multi systems, data convergence and migration projects; experience in gathering and documenting data requirements, data migration business rules and development of complex data maps. Understand and deconstruct complex data structures to determine a desired and efficient business focused outcome.

You will perform a quality assurance role working with business stakeholders and within the project team to ensure that either the solution's data migration activity or the data needed for reporting satisfies the business requirements and is compliant with the solution design. You will be responsible for delivery of quality and fit-for-purpose data reconciliation documentation, including plans, test scripts and reports derived from the approved business and technical requirements and timeframes.

Position responsibilities

The position will operate within EDI and will working closely with Project Manager, Subject Matter Experts, other Education Managers and Leads and other College stakeholders. The role will ensure the development and delivery of datasets for the College's new technology Training and Accreditation Management system.

This role will be responsible for but not limited to;

- Assist with the analysis of the datasets in the current training and accreditation administration systems (AU/NZ) to determine the accuracy and completeness in terms of data requirements for Education Learning and Assessments (ELA) business needs.
- Assist with investigative work to determine future dataset requirements for ELA
- Liaise with the subject matter experts, expert system users, data and process owner to gain an understanding of current and future business processes that will enable development of data sources and data target reconciliation reports documents for migration or archiving
- Assist in the verification and enhancement (as necessary) of requirements produced through the detailed design process particularly from data migration perspective
- Delivery data reconciliation, plans, test scripts and reports artefacts
- Perform effective data cleansing in preparation for migration
- Ensure data is formatted, extracted, reviewed and validated for system trials and go lives
- Provide user acceptance testing, and feedback on new development tools.
- Utilising a range of tools associated with data extraction
- Undertake other ad hoc analysis and/or reporting functions as required by the Directorate

Competencies required for success

Highly Analytical	Focused	Manages Ambiguity
Collaborates	Manages complexity	Tech Savvy
Optimises work processes	Organisational Savvy	Communicates Effectively
Plans and Aligns	Business Insight	Strategic Mindset

Reporting Relationships

Reports to: Project Manager - EDI

No of direct reports: N/A

No of reports: N/A



Key Stakeholders

1. RACP Members
2. College Staff – Both Sydney based, NZ and localised and in branch offices
3. Fellowship Relations staff/Divisions, Chapters, Committees and Faculties

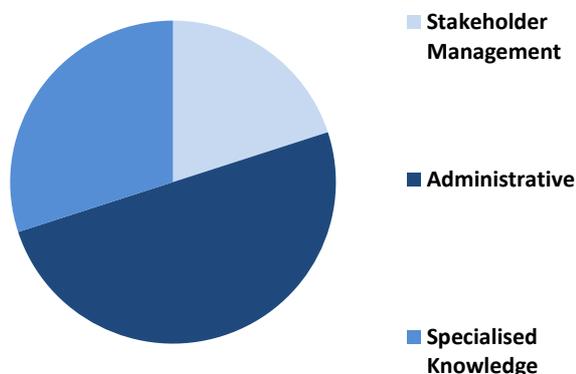
Extent of Authority

- No Budget Authority
- Decision making authority within College policies

What makes the role complex

- Untidying and complex datasets
- Management of datasets
- Working with a range of different stakeholders across the College

Distribution of work



Essential attributes

- 3 to 5 years' experience with performing Data Validations and Data Reconciliations
- Demonstrated experience in data analysis across multi systems, data convergence and migration projects; experience in gathering and documenting data requirements, data migration business rules and development of complex data maps.
- Strong knowledge of data processing activities, including databases, ETL tools, data conversion, table management, and table structure.
- Experience in gathering and documenting data requirements, data migration business rules and development of complex data maps.
- Demonstrated experience in a role requiring liaising with the subject matter experts to enable business to reconcile migrated data
- Ability to understand and deconstruct complex data structures to determine a desired and efficient business focused outcome
- Experience in delivering data reconciliation, plans, test scripts and reports documentation
- Experience in working on medium scale projects, in particular major business transformational change projects involving system development and data migration from a number of disparate IT systems to a single source of truth system
- Experience in working on systems with multiple internal and external interfaces
- Experience working across a diverse set of teams
- Demonstrated experience in developing and executing business data reconciliation plans and reconciliation summary reports
- Experience in conducting workshops with business and technical audience
- Ability to liaise and maintain a professional relationship with technical staff, internal customers, program teams and the vendor team



Desirable attributes

- Knowledge of roles of Specialist Medical Colleges, and of health jurisdictions
- Experience in the administration of postgraduate medical education
- Proven commitment to client service
- Good understanding of database structures and management
- Knowledge of workflow management and process mapping

Would suit somebody who:

- Enjoys working with internal and external stakeholders and is able to build positive relationships
- Excellent attention to detail
- Enjoys working with data
- Has a strong track record of managing timelines
- Has relevant experience in the management of large-scale activities/projects
- Can effectively manage change and complexity
- Enjoys working with internal and external stakeholders and is able to build positive relationships
- Is committed to continuous improvement and building quality systems