Job Description and Person Specification

Summary

Job title:	System Analyst - Migration & Archiving
Area:	Digital Transformation
Reference:	EHA1579-0226
Grade and Salary:	Grade 8. Points 31-35. £39906 - £44746 per annum.
Contract Type:	Fixed Term until 31/07/2027
Hours:	Full Time (36.25 hours per week)
Location:	Hybrid with Ormskirk based L39 4QP
Accountable to:	Student Records System Project – Programme Manager
Reporting to:	Student Records System Project – Technical Lead

About the Role

The Systems Analyst (Data Migration & Archiving) will provide specialist analytical expertise to support the University's Student Records System implementation. As part of the programme team, you will take responsibility for analysing, specifying and supporting the migration of data from the current system to Ellucian Banner, as well as designing and documenting the approach for archiving and retaining information that will not transition to the new platform.

You will work collaboratively with capability leads, business stakeholders, technical colleagues and external suppliers to understand existing data structures and processes, define future state requirements, and translate these into clear and actionable specifications. The role requires an experienced practitioner capable of working independently on complex tasks, applying established systems analysis methods, and ensuring that data migration and archiving activities meet operational, regulatory and institutional needs.

This is a senior specialist position for the duration of the project and is suited to an individual with substantial experience of data migration and/or system decommissioning within large, data rich environments.

Duties and Responsibilities

Systems Analysis

- Analyse existing business processes, data structures and system behaviours across legacy student records systems and Banner.

- Gather, challenge and document requirements for data migration and archiving through workshops, interviews and review of existing documentation.

- Produce clear process maps, data flow diagrams and other analysis artefacts to support decision making and design.

- Translate business needs into detailed functional specifications and data requirements for developers, vendors and technical teams.

- Drive innovation in systems analysis practices, proactively identifying opportunities to optimise processes and improve data integrity across the University.

- Lead the development of analysis frameworks and methodologies, ensuring consistency and best practice across all migration and archiving activities.

- Provide authoritative guidance to stakeholders on complex data and system dependencies, influencing decisions at programme level.

- Provide expert leadership in defining technical approaches, influencing project direction and ensuring compliance with regulatory and security requirements.

- Coordinate data migration and archiving activities across the project, allocating tasks to analysts, technical staff and third party resources, agreeing priorities and timescales, and monitoring progress to ensure work is completed as required.

Data Migration

- Lead data profiling and quality assessment activities to understand completeness, accuracy and constraints within legacy data.

- Develop and maintain data mapping specifications, including transformation rules, validations and business logic.

- Support the design and execution of migration cycles (mock loads, test loads, cutover), including test planning and reconciliation activities.

- Analyse outputs from migration runs, identify data issues and work with business areas on remediation and cleansing activities.

- The role will act as the lead authority for data migration and archiving strategy, setting standards and ensuring alignment with institutional objectives.

- Assume accountability for the overall integrity and success of migration cycles, making critical decisions on approach, sequencing and risk mitigation.

- Champion quality assurance standards for data migration, ensuring robust validation and reconciliation processes are embedded throughout.

- Act as a key point of contact with external suppliers and partners for data migration and archiving activities, explaining the structure and context of institutional data and influencing agreed approaches to ensure outcomes meet business and technical requirements.

Data Archiving & Decommissioning

- Analyse which data sets must be migrated to Banner and which should be archived or retained.

- Analyse and resolve complex data migration and archiving issues, including mismatches between legacy data and target structures, using professional judgement to identify workable solutions where issues are non-standard or lack clear precedent.

- Work with Information Governance and technical teams to define the archiving approach, taking account of retention schedules, access needs and compliance obligations.

- Document archiving structures, retrieval expectations and data lifecycle processes.

- Contribute to decommissioning plans for legacy systems from a data and records management perspective.

- Lead strategic planning for data archiving and retention, ensuring compliance with legal, regulatory and institutional frameworks.

- Act as the primary authority for defining decommissioning protocols, balancing operational needs with governance requirements.

Governance, Documentation & Assurance

- Produce and maintain high quality documentation covering analysis outputs, mapping specifications, business rules and test evidence.

- Provide clear input into project risks, issues and dependencies relating to migration and archiving.

- Prepare progress updates, impact assessments and options analyses for project decision making groups.

- Provide expert input into governance structures, influencing risk management strategies and ensuring transparency in decision-making.

- Lead assurance activities, validating that all migration and archiving deliverables meet agreed quality and compliance standards.

Collaboration & Stakeholder Engagement

- Work effectively with academic and professional services teams to ensure shared understanding of data requirements and constraints.

- Liaise with external vendors, developers and technical specialists to ensure migration and archiving requirements are implemented correctly.

- Contribute expertise and guidance to colleagues undertaking data related tasks across the project.

- Act as a trusted advisor to senior stakeholders, presenting complex technical concepts and recommendations clearly and persuasively.

- Build and maintain strategic relationships with external vendors and partners, negotiating solutions that align with institutional priorities.

- Establish and maintain effective internal and external working relationships to share information, agree processes, resolve issues and support the delivery of data migration and archiving activities.

In addition to the above all Edge Hill University staff are required to: adhere to all University policies and procedures; complete all mandatory training and induction modules, including Equality & Diversity and Health & Safety; engage in appropriate learning and development activities; actively participate in performance review; demonstrate excellent customer care; contribute to an inclusive environment for everyone; respect confidentiality; act in a sustainable and environmentally conscious manner; and proactively consider accessibility in all aspects of your work.

Eligibility

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

Person Specification

Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria. Where a supporting statement is indicated you will be asked to provide a statement of how you meet this criterion within the application form.

Qualifications

Criteria	Essential or Desirable Criteria	Method of Assessment
Degree or equivalent professional experience in Information Systems, Computer Science, Data/Business Analytics or a related discipline.	Essential	Application
Evidence of continuous professional development relevant to systems analysis or data management.	Essential	Application

Experience and Knowledge

Criteria	Essential or Desirable Criteria	Method of Assessment
Significant experience as a Systems Analyst or equivalent specialist role within complex organisational environments.	Essential	Supporting Statement and Interview
Demonstrable experience supporting large scale data migration or system implementation projects.	Essential	Supporting Statement and Interview
Experience producing detailed data mapping, transformation rules and technical specifications.	Essential	Supporting Statement and Interview
Experience of data quality assessment, data profiling and identifying remediation actions.	Essential	Supporting Statement and Interview
Experience contributing to data archiving, data retention or system decommissioning activities.	Essential	Supporting Statement and Interview
Proven ability to elicit, analyse and document business requirements using recognised techniques.	Essential	Supporting Statement and Interview
Experience of collaborating with technical teams, vendors and multi-disciplinary stakeholders.	Essential	Supporting Statement and Interview

Criteria	Essential or Desirable Criteria	Method of Assessment
Experience in higher education or another highly regulated sector.	Desirable	Supporting Statement and Interview
Exposure to SaaS platforms, ERP systems or large enterprise data sets.	Desirable	Interview and Presentation
Strong understanding of systems analysis methodologies and modelling techniques.	Essential	Interview and Presentation

Abilities and Skills

Criteria	Essential or Desirable Criteria	Method of Assessment
Ability to interpret data models, database structures and technical documentation.	Essential	Supporting Statement and Interview
Excellent analytical and problem solving skills with attention to detail.	Essential	Supporting Statement and Interview
Strong written documentation skills, capable of producing clear and concise specifications.	Essential	Interview and Presentation
Effective communication skills with the ability to convey complex data issues to non-technical stakeholders.	Essential	Interview and Presentation
Ability to work independently, plan workload and manage competing priorities within a project context.	Essential	Interview and Presentation
Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions.	Essential	Interview and Presentation
Knowledge of data protection legislation, information security and records management standards.	Desirable	Interview and Presentation
Understanding of implications of migration and archiving on reporting, statutory returns and downstream systems.	Desirable	Interview and Presentation
Methodical, structured and evidence driven in approach.	Essential	Supporting Statement and Interview
Proactive and self-motivated, able to take responsibility for defined work packages.	Essential	Supporting Statement and Interview
Collaborative, with a commitment to building positive working relationships.	Essential	Supporting Statement and Interview
Resilient and adaptable in the face of change, ambiguity or evolving project requirements.	Essential	Supporting Statement and Interview

Criteria	Essential or Desirable Criteria	Method of Assessment
Strong commitment to data quality, accuracy and integrity.	Essential	Supporting Statement and Interview

Candidate Guidance and How to Apply

Join our team at Edge Hill University! We're looking for talented individuals to join our dedicated and supportive community and make a difference to our students. At Edge Hill we value the benefits a rich and diverse workforce brings and welcome applications from all sections of society.

Have any questions?
For informal enquiries about this vacancy, please contact Hannah McAuliffe, Programme Manager at Hannah.McAuliffe@edgehill.ac.uk

Ready To apply:
1. Go to our jobsite - https://jobs.edgehill.ac.uk/Vacancies.aspx

2. Find the role you wish to apply for.

3. Click the **"Apply Online"** button on the job advert and follow the easy steps to prepare and submit your application.

Key points:
- **Closing date:** Please refer to the advert for the closing date for this vacancy. Vacancies automatically close at 23:59pm [GMT]. Please note, that the University may on occasion close a post early if vacancies attract high volumes of applications; we therefore encourage you to prepare and submit your application in good time.

- **Next steps:** We'll contact you by email, usually within two weeks, to let you know if you have been shortlisted.

- **Shortlisting**: Information you provide on your application will be assessed against the person specification for this role. We encourage you to clearly show how you meet the requirements presented in the person specification. We encourage use of specific examples of your experience, knowledge and skills within your supporting statement(s).

- **Pre-employment checks:** Following offer, successful candidates will need to provide original proof of identity, qualifications and professional memberships, and evidence their right to work in the UK. You will also complete a pre-employment health questionnaire to support Edge Hill University make appropriate adjustments to support you in the role.

- **References:** You will be asked to provide details of two referees on your application form. References will be collected following issue of an offer of employment. Guidance on how to select your referees is provided on the form. The University may ask you for alternative or additional referees to cover your previous three years of employment during pre-employment

- **Start date:** A start date will be arranged after pre-employment checks are completed.