



POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

POSITION TITLE:	DATA MIGRATION ANALYST
WORKPLACE AGREEMENT:	CITY OF SALISBURY MUNICIPAL OFFICERS ENTERPRISE AGREEMENT NO. 16, 2025
CLASSIFICATION:	MOA Level 6
DEPARTMENT / DIVISION:	CITY INFRASTRUCTURE / FIELD SERVICES
POLICE CLEARANCE:	REQUIRED
REPORTS TO:	PROJECT TECHNOLOGY LEAD
DIRECT REPORTS:	NIL
POSITION NUMBER:	

POSITION OBJECTIVES:	DELIVERABLE • Lead and deliver accurate, reliable and auditable data migration outcomes for assigned corporate systems and initiatives within approved scope, governance and timeframes. • Provide specialist expertise and professional judgement to analyse, plan and assure data migration activities that support successful system implementation and business readiness. • Design and apply fit for purpose migration, validation and reconciliation approaches to minimise data related risk and disruption to business operations. • Work collaboratively with Enterprise Technology Solutions, Business Transformation and business stakeholders to align data migration outcomes with operational and reporting needs. • Support confidence in organisational data by ensuring migrated data is complete, fit for purpose and appropriately validated for agreed business use. • Build and document sustainable data migration practices and artefacts that strengthen internal capability and reduce reliance on external vendors.
VALUES AND BEHAVIOURS:	These Values empower us to REACH towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work. Respectful • Create a sense of belonging & pride in the Salisbury community • Respect individual differences • Speak up when you don't feel respected, or are not being treated respectfully

	• Look after the wellbeing of our community, ourselves and those around us Empowerment • Take initiative and act with confidence • Make informed decisions and own the outcome • Share ideas, feedback and solutions • Learn and grow while supporting others to do their best work Accountable • Take personal ownership and follow through • Deliver on what we say we will do • Believe that the Community comes first • Speak up when it is important Collaborative • Work together, committed to a common purpose • Openly share information • Find ways to connect people for better outcomes Helpful • Listen and focus on what we can do • Create new futures and look for opportunities • Make a positive difference
KEY RESPONSIBILITIES:	Data Migration Accountability and Planning • Accountable for the planning, coordination and delivery of data migration activities for assigned platforms, releases or initiatives within approved scope, timelines and governance. • Define and maintain data migration plans that identify data sources, scope, sequencing, dependencies, risks and cutover activities. • Exercise independent professional judgement to determine appropriate migration and validation approaches, escalating issues where risk or impact exceeds agreed tolerances. • Contribute to release and cutover readiness assessments from a data perspective, ensuring migration dependencies and constraints are clearly understood. Data Analysis, Profiling and Mapping • Analyse and profile complex source system datasets to assess structure, data quality, completeness and suitability for migration. • Identify data anomalies, gaps and inconsistencies, and recommend pragmatic remediation or mitigation actions. • Define, document and maintain data mappings and transformation rules that align with agreed business rules and reporting requirements. • Validate migration logic through evidence-based analysis and engagement with business and technical stakeholders. Migration Execution and Validation • Support and, where required, execute data migration activities across development, testing and production environments. • Perform structured data validation and reconciliation to confirm completeness, accuracy and integrity of migrated data. • Investigate, document and resolve data migration defects and variances, working collaboratively with technical teams and business stakeholders. • Provide assurance that migrated data is fit for agreed operational and reporting use prior to cutover. Data Quality and Assurance • Apply agreed data rules, controls and validation approaches to support confidence in migrated data.

	• Work with business stakeholders to validate critical data sets and confirm alignment with operational expectations. • Identify recurring data quality issues arising from migration activity and provide informed advice on improvement opportunities. • Contribute to consistent data practices without assuming ownership of organisational data governance frameworks. Cross Functional Collaboration and Influence • Work closely with the ETS Data Platform Administrator to align migration activities with platform configurations, data models and technical constraints. • Collaborate with the Corporate Reporting Lead to confirm migrated data supports reporting, analytics and decision-making requirements. • Engage with Business Analysts, Product Owners and subject matter experts to ensure shared understanding of data scope, assumptions and impacts. • Influence outcomes through specialist expertise, evidence and clear communication rather than directive authority. Risk Management and Escalation • Proactively identify data migration risks, issues and dependencies that may impact delivery, data integrity or business readiness. • Maintain data related risk and issue registers, including impact assessments and recommended mitigation actions. • Escalate material risks and unresolved issues through agreed governance channels in a timely and evidence-based manner. Documentation and Transition • Produce and maintain clear, auditable documentation including migration plans, data mappings, validation results and reconciliation summaries. • Ensure migration outcomes, assumptions and limitations are clearly communicated to support transition to business as usual. • Support knowledge transfer and capability uplift by producing reusable artefacts and documentation for future migration activity.
WHS RESPONSIBILITIES:	• Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions. • Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation to the above. • Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting. • Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews. • Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council's Drug and Alcohol Policy. • Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).
GENERAL RESPONSIBILITIES:	• To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time. • To manage all Corporate Records in accordance with required procedures. • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.

COMPETENCIES:	To be determined and written into the individual training plan upon commencement – see Organisational Wellbeing
ESSENTIAL SELECTION CRITERIA:	- Demonstrated experience in planning and delivering data migration activities for complex business systems. - Strong analytical skills, with the ability to profile, interpret and validate large and complex datasets. - Proven experience defining data mappings, transformation rules and reconciliation approaches. - Well-developed stakeholder engagement skills, including the ability to work effectively with technical teams and business subject matter experts. - Ability to manage competing priorities and deliver outcomes within structured governance and delivery frameworks. - Clear written and verbal communication skills, including the ability to explain data issues and risks to non-technical audiences.
DESIRABLE SELECTION CRITERIA:	- Experience delivering data migrations within a local government or public sector environment. - Familiarity with enterprise platforms, data warehouses or analytics environments. - Experience working alongside data platform administrators or reporting and analytics teams. - Exposure to Agile or iterative delivery methodologies. - Knowledge of data quality, assurance or data governance concepts.
SPECIAL CONDITIONS:	Some work after hours will be required
EXTENT OF AUTHORITY:	Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
PRESCRIBED POSITION - SCREENING CLEARANCE	This position has been identified as a “Prescribed Position” under Council’s Criminal and Relevant History Screening Procedures. Accordingly the applicant will need to provide a suitable screening certificate prior to appointment to the position and maintain such clearance during their employment in this role. Screening renewals for incumbents will be undertaken at intervals as required by legislation and paid for by Council.

POSITION INCUMBENT NAME:	SIGNATURE:	DATE: