TEAM BARNET

BARNET LONDON BOROUGH

Caring for people, our places and the planet

Role Profile

Job Title:	**Project Officer (Systems and Data Migration)**
Location:	**Colindale (Hybrid)**
Department:	**Insight & Intelligence Hub**
Directorate:	**Strategy and Innovation**
Grade:	**Grade J (£49,590 - £54,927)**
Type of Working:	**Hybrid**
Reports to:	**Principal Data, Systems and Performance Analyst**

1. Job Purpose:

The Project Officer will support the delivery of the council's wider Idox migration programme, including the transition of services from Idox to Arcus. This is a temporary role expected to last a year.

The role will focus on gathering and organising data, documenting service requirements, and supporting data migration and implementation activities. The postholder will work across relevant service areas and alongside operational teams, digital and technical colleagues, suppliers and programme leads.

This is a hands-on support role, helping ensure that services are well-prepared for migration and transition to a new back-office system, with accurate information, clearly documented requirements and well-structured data.

2. Key accountabilities:

Data Preparation & Migration Support

- Support services with the preparation of data for migration to a new system.
- Assist with data audits, validation, and identification of data quality issues.
- Document data structures, fields, and volumes.
- Work with service teams to understand how data is currently captured, managed and used.
- Maintain programme logs and trackers relating to data readiness, data quality, and migration activities and dependencies.
- Update and correct data in working databases

Requirements Gathering & Documentation

- Support the programme's Business Analyst with the gathering and documentation of essential service requirements from participating service areas.
- Assist the programme's Business Analyst in documenting current business processes, workflows, system dependencies and areas requiring improvement.
- Help collate and record information from workshops, meetings, and service discussions.
- Maintain clear and structured documentation to support migration, configuration, testing and implementation.

Programme & Project Support

- Provide day-to-day programme and project support, including preparing documentation and maintaining plans, logs and trackers.
- Coordinate information requests across participating service areas, programme colleagues, technical teams and suppliers.
- Assist with supplier information gathering and comparison exercises where required.
- Support the preparation of materials for project meetings, workshops, governance groups and programme reporting.

Stakeholder Support

- Work with officers across participating service areas using Idox to gather information consistently and support migration readiness.
- Liaise with digital, IT, information governance, programme and supplier colleagues.
- Act as a point of contact for collating service information, feedback and responses to programme queries.

3. Financial Responsibilities:

The role has no direct budget responsibility but will support the effective delivery of a significant council systems and data migration programme.

4. Health and Safety Responsibilities (choose one option):

As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy and associated arrangements
- Complete mandatory health and safety training
- Follow safe systems of wok and use devices/guards provided for safety.
- Wear/use personal protection equipment were issued and instructed to do so, including lone working devices.
- Report any Accident/Incidents/Hazards.
- Take care of your own and other's safety, health and wellbeing

5. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

Caring / **L**earning to Improve / **I**nclusive / **C**ollaboration

6. Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

7. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

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Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
Educated to degree level or equivalent experience	Essential	Application
Qualification in Agile Project Management	Desirable	Application
Experience & Knowledge		
Experience in an administrative, project support, systems, or data-focused role.	Essential	Application/Interview
Strong organisational skills and attention to detail.	Essential	Application/Interview
Good written communication skills.	Essential	Application/Interview

Confident using Microsoft Office tools (Excel, Word, Teams, SharePoint)	Essential	Application
Ability to work methodically and meet deadlines.	Essential	Interview
Skill & Ability		
Experience working with business systems or databases.	Essential	Application/Interview
Experience or skills in data cleansing, data migration, system implementation or supporting system change projects	Desirable	Application/Interview
Understanding of local government, regulatory or other public service operations	Desirable	Application/Interview
Basic understanding of SQL, data pipelines and report writing	Essential	Interview
Values & Behaviours		
Caring		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential	Application/Interview
Empathy- I say “thank you” and “well done” where appropriate, and take time to ‘check in’ to see if the people I work with are ok	Essential	Application/Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Application/Interview
Learning to Improve		
Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential	Interview
Agile-I am fully empowered to act within the scope of my role	Essential	Interview
Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can	Essential	Application/Interview
Inclusive		
Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding	Essential	Application/Interview
Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement	Essential	Application/Interview

with others to challenge myself and constructively challenge others		
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential	Application/Interview
Collaborative		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others	Essential	Application/Interview
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential	Application/Interview
Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Essential	Interview