JOB TITLE: Data Migration Engineer

PLACE OF WORK: Head Office (Farnborough)

REPORTS: None

PRINCIPLE REPORT: Technical Director

RESPONSIBLE FOR: Extracting and examining data from other databases and systems and executing the necessary data assembly and transformations processes to migrate it into the Insight Legal Database.

Maintaining a quality brand

Maintaining an excellent level of service.

Helping to achieve monthly, quarterly and annual turnover through effective Data Migrations.

SCOPE AND GENERAL PURPOSE:

To ensure that Insight Legal Software Ltd is at the forefront of its market and in order to best serve our new clients to grow the business through the provision of innovation and quality user-friendly software.

They will need to have a good understanding of the principles of Relational Databases along with knowledge of the data structures and data types used in common databases. Experience of Microsoft SQL Server and Microsoft Access is essential, experience of other database types would be advantageous. They will be working with our existing Development department and helping to enhance the data migration tools already in place.

KEY TASKS AND DUTIES, ACTIONS AND RESPONSIBILITIES

- Extracting and Examining data from other legal software databases and systems.

- Manipulating the data using data assembly and transformation processes to migrate the data into the Insight Legal Database.

- To anticipate customer needs whenever possible to enhance the quality of service offered by the Company and to ensure customer loyalty is maintained

- To comply with all statutory legislation

- To identify and report all and any hazards

- To carry out any other reasonable task as deemed necessary by your Line Manager and the Managing Director

	ESSENTIAL	DESIRABLE
ATTAINMENT	A-Level or Equivalent in Computer related subject or Mathematics	Degree in Computer Related Subject
GENERAL INTELLIGENCE	Demonstrates initiative Intuitive Good cognition Methodical Numerate Articulate	
SPECIAL APTITUDE	Principles of RDBMS Microsoft SQL Server MS Access MS Excel	Any Other RDBMS MS SQL SSIS Experience of Data Migration from System to system Understanding of Accounting Principles Experience of C# or other .net development language
DISPOSITION	Tenacious and committed Enthusiastic towards their work Ability to take the initiative Keen eye for 'attention detail' Can do will do attitude Patient Professional Calm Logical Rational Customer focused Career orientated	Never Give UP, never surrender
CIRCUMSTANCES	Committed to continuous professional development	