

Position Description

Graduate Data Migration Officer

(6-month contract)

Division and Team:	Finance and Risk
Reports To:	IT Manager
Direct Reports:	N/A
Position Status:	Contract 6 months
Salary:	Level 3 Band 1 \$76k + super.
Location:	Melbourne with hybrid working model

Who We Are

Since its inception in 1997, the **Rural Workforce Agency Victoria (RWAV)** has become a significant and successful non-profit organisation based in Victoria, Australia.

RWAV improves access to quality primary care health services and other health services for rural, regional and First Nations communities across Victoria. We improve health outcomes through effective and customised health workforce solutions that are informed through partnerships, workforce and population health data, and collaboration with communities.

Our Purpose

Providing effective and customised health workforce solutions for rural and First Nations communities in Victoria.

Our Vision

All Victorian communities to be supported with equitable access to a high-quality health workforce that promotes positive health outcomes.

What We Do

RWAV provides sustainable health workforce solutions for Victorian rural, regional and First Nations communities to enable equitable access to primary health care.

We do this by:

- Providing health workforce recruitment, locum services, outreach and grant programs.
- Influencing key decision-makers through our health workforce data, research and analysis expertise.
- Collaborating to support a well-distributed, high-quality health workforce throughout Victoria.

Our Values

Respect	We treat everyone with dignity, recognising the value and diversity of our communities. We listen to everyone and respect their views and contributions.
Accountability	We are transparent and accountable to those we work with concerning our services and their delivery.
Collaboration	We work as a team with our community by building strong relationships. We embrace opportunities to collaborate and partner with communities and organisations to help us achieve our goals.
Innovation	We embrace change and constantly seek new ways to achieve our goals.
Resilience	We respond to challenges willingly, with a holistic approach and unwavering resolve.

The Role

An exciting opportunity to gain hands on experience in a data migration project as part of our migration team now exists. Based in our modern South Wharf office working in a hybrid position of 2 days a week in the office and 3 days remotely, this role will provide comprehensive support in the delivery of a medium sized data migration project.

The role will provide hands-on technical support and assistance in the migration project, assisting the migration team in the preparation and testing of migration scripts and processes.

Key Responsibilities

The Graduate Data Migration Officer role will provide direct assistance to the data migration team, ensuring the accuracy and timeliness of data migration throughout the project lifecycle.

The role will be responsible for delivering the following:

- Undertake data collection, prepare and collect data from various sources (report, list, custom query, data extraction, or relational databases).
- Undertake data exploration, explore the dataset from various sources to understand its characteristics, distributions, and relationships between variables, and establish mapping from current to future state.
- Support the development of technical data migration scripts and tools.
- Perform data cleaning activities including definition of validation rules, validation routines and monitoring data quality.
- Responsible for assisting in testing data migration processes.
- Preparation and injection of sample data to support various project testing phases and business scenarios.
- Execute data migration scripts for trial migrations, dress rehearsal and production migration.

Key Selection Criteria - Essential

- Microsoft Excel required.
- Programming language skills Microsoft .net required.
- Good understanding of Transact-SQL for data analysis and bulk verification processes.
- Knowledge of Microsoft 365 and Salesforce would be beneficial
- Knowledge or understanding of vue.js would be beneficial
- Knowledge in data analysis, data cleansing, data deduping and data mapping, and integration tools

Requisite Security Checks and Licences

- Satisfactory National Police Records check and Working with Children Check.

Diversity and Inclusion Statement

RWAV is an inclusive employer.

We encourage flexible working and aim to create a work environment where all employees are respected, connected, and can contribute, regardless of age, culture, disability, family and caring responsibilities, gender identity, Indigeneity, religion, or sexuality.

We welcome applications from people with lived experience of diversity. Aboriginal and Torres Strait Islander applicants are strongly encouraged to apply.

REVIEWED:	January 2024
NEXT REVIEW:	January 2025

I have noted the role and primary responsibilities detailed in this document.

EMPLOYEE SIGNATURE:

MANAGER SIGNATURE:

DATE: