

Job Description

Job title:	IT Data Integrations Manager (Student Records Evolution)
Directorate:	IT Services
Job type	Full-Time, Fixed-Term, Professional Services
Grade:	RHUL 8
Accountable to:	Assistant Director IT (Architecture and Planning)
Accountable for:	Integration Developers
Purpose of the post	
The University has a digital plan to strengthen and enhance its digital capabilities and core enterprise systems. A key element of this plan is the replacement of the Student Records System (SRS), delivered as part of a wider Student Records Evolution (SRE) programme of change. The IT SRE Data Integrations Manager is a key role in Student Records Evolution project delivery within the University Transformation Programme. The IT SRE Data Integrations Manager will be responsible for delivering Data Integrations for two data-focused workstreams in the wider programme of work. This role will focus on the following areas: • Data Integrations • Operational and Management Data via DWH This role is critical within the wider programme, ensuring that all integrations, migrations and reporting needs are fully understood, appropriately designed, built, tested and transitioned into service in a controlled and robust manner, aligned to University standards and governance.	
Key Tasks	
1. Lead the delivery of all phases, including design, discovery and implementation end-to-end, coordinating all internal and external partner resources for described workstreams of the wider Project. 2. Line Management of integration resource for the Project including 121's and annual performance reviews. 3. Plan for the delivery in accordance with the business case and with respect of the impact on existing technology, infrastructure, and business process. 4. Engage with key business stakeholders, business analysts, architects and Technical Service Owners (TSOs) to establish and understand impact and requirements to inform design, UAT and implementation. 5. In conjunction with suppliers, lead the technical design meetings and workshops with internal technical teams.	

6. Ensure conformance with Information Security Policies, Data Governance Policies and Architectural Standards across the delivery of the cyclical roadmap and provide support in development of documentation for ITIL components, examples will include architectural board and service transition. 7. Produce and implement detailed, well defined, and costed resource plans for delivery, taking into consideration the existing internal skills and capabilities, potential training requirements and external supplier support available. 8. Proactively manage the challenge of competing requirements for internal resource, reactively identify and act on shortfalls in performance, and retrospectively provide a review of performance to line management. 9. Ensure stakeholder acceptance and operational readiness in advance of transition to service. This will be delivered in accordance with the University's ITIL service delivery framework model. 10. Ensure all aspects of the project are successfully transferred to BAU activity.
Other duties and expectations The duties listed above may be varied from time to time as dictated by the changing needs of the University. The post holder will also be expected to undertake additional duties as appropriate and as requested by their manager. The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.
Our Values Advancing equity and inclusion is central to our identity as a University of Social Purpose, guided by our values of being Respectful, Innovative, Open, and Daring. We strive to build a fair and inclusive environment for all colleagues and students, where we challenge ourselves and others with integrity, and approach difference with understanding and kindness. Every member of our community is expected to treat others with dignity, work collaboratively across a wide range of backgrounds and perspectives, and contribute to a place where everyone can participate fully and feel valued.

Person Specification

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Directorate: IT Services

Criteria	Essential	Desirable
Knowledge, Education, Qualifications and Training		
Undergraduate degree or equivalent delivery experience such as Agile practitioner or Prince2 qualifications	X	
In depth knowledge and understanding of the HE sector and student life cycle.		X
Skills and Abilities		
Knowledge and Understanding of Azure Data Services and Microsoft Middleware Technologies (incl. SSIS)	X	
Excellent interpersonal skills including a professional approach and manner and ability to use tact and diplomacy.	X	
Excellent organisational skills and proven ability to work under pressure, prioritise conflicting demands and meet strict deadlines, whilst maintaining a high level of attention to detail and accuracy.	X	
Proven ability to line manage technical resource.	X	
Proven ability to manage significant and complex project budgets.	X	
Experience		
Knowledge and experience of managing Data Projects including integration and management reporting	X	
Experience of working with C-suite stakeholders in a mid-sized organisation (> 2000 employees)	X	