



Data Consultant

Public Sector Service Division Home Based (UK)

About the role

We are currently looking to recruit an enthusiastic and self-motivated person to fill a vacancy within our expanding data transfer team. Knowledge of relational databases and skills in Oracle, SQL Server and MS Access are required.

The position can be home-based depending on location however, the training will be mainly based at our office at Theale, near Reading.

This role offers an interesting and challenging opportunity to the successful applicant.

You would be responsible for;

- Using the in-house developed data transfer tool (Transform)
- Undertake data transfers of Idox customer data from their existing systems into specific Oracle tables that form part of the Uniform and any other database structures
- Undertake data transfers of Idox customer data from their existing systems into specific SQL Server tables that form part of the Acolaid, Lalpac, Strand and any other database structures
- Undertake data transfers of Idox customer data from their existing systems into other specific Idox databases
- Undertake data extraction from customers' existing systems
- Carry out transfers by writing bespoke scripts (generally SQL or MS Access) without the assistance of any in-house tools where required, within a given time period
- Writing of ad hoc scripts (generally SQL or MS Access) as and when required and ensure these are fully documented
- Specify and write bespoke scripts to the customers' requirements
- Train customers in the use of Transform
- Conduct onsite scoping meeting and write up customer reports
- Liaise directly with Idox customers regarding various aspects of data transfer work and agree the data transfer specification where necessary. This will require travel to customer sites.
- Liaise directly with Idox Project Managers on issues relating to data transfers for individual customers
- Escalate any issues likely to result in the failure to complete a task to Line Manager and other responsible manager as early as possible
- Ensure that data transfers are completed within the agreed timescales
- Be responsible for the 'quality control/quality assurance' of own data transfers as undertaken
- To take responsibility for projects and component parts of a project as required
- Deliver services to clients in accordance with agreed procedures and documentation
- Travel across the UK as and when required
- If home based then will be required to work at the Theale office as and when required

Person Specification

What would make someone successful in this role:

- Good understanding of Relational Database Concepts such that the candidate will be able to quickly pick up the database structures associated with the Idox products, including relationships, referential integrity etc. Full training in the use of the Idox Transform product will be provided
- Good understanding of SQL Server and/or Oracle – Oracle preferred but not essential
- Good general knowledge of Microsoft Access, in particular the construction and use of Access queries and MS Access SQL
- Good grasp of SQL for SQL Server and/or Oracle, the key being to have good general skills in SQL including manipulation of data within a database using SQL – Oracle preferred but not essential
- Excellent communication skills, both oral and written, and a good telephone manner are essential. Candidates must be able to communicate directly with clients at all levels
- Must be able to present their ideas to the rest of the team
- Key proficiencies include good, methodical organisational skills, the ability to plan own workloads and a determination to meet specific targets/deadlines
- Knowledge of any GIS would be an advantage
- Knowledge of any Idox products would be an advantage

Additional desirable qualities:

- Knowledge of any GIS software would be an advantage
- Knowledge of any Idox products would be an advantage

About idox plc

Idox is the leading applications provider to UK local government for core functions relating to land, people and property, such as its market leading planning systems and election management software. Over 90% of UK local authorities are now customers. Idox provides public sector organisations with tools to manage information and knowledge, documents, content, business processes and workflow as well as connecting directly with the citizen via the web, and providing elections management solutions. It also supplies in the UK and internationally, decision support content such as grants and planning policy information and corporates compliance services. Idox delivers engineering document control, project collaboration and facility management applications to many leading companies in industries such as oil & gas, architecture and construction, mining, utilities, pharmaceuticals and transportation in North America and around the world.

The Group employs c.900 staff located in the UK, the USA, Canada, Europe, India and Australia.

Idox has many offices across the Country and therefore travel will be required.

The Benefits

This post commands a competitive salary depending upon experience, along with an excellent benefits package.



How to apply

Applicants should submit a CV, and a short cover letter (*maximum 500 words - including salary expectation, and current remuneration*) explaining why they feel they would be suited to this role to Join.Us@idoxgroup.com.

Please note successful applicants will need to satisfy the BPSS guidelines (Baseline Personnel Security Standards) which consist of the receipt of satisfactory references covering the last 3 years of employment; an identity check; verification of eligibility to work in the UK; and a Basic Disclosure Check. This is in order to help us make safer recruitment decisions and prevent unsuitable people from working with access to personal and sensitive data.

Privacy Notice

As part of the recruitment process we will collect data about you in a variety of ways including the information you would normally include in a CV or a job application cover letter, or notes made by our recruiting officers during a recruitment interview.

Please read the Idox Recruitment Data Privacy Policy here <http://www.idoxgroup.com/privacy.html>