



Position Description

Position title:	Data Specialist
Reports to:	This position reports to the Client Support Manager.
Responsible for:	Supporting data migration, reporting, analytics and data quality activities across Fixus, including working with the onboarding team, contributing data expertise to the development team, and supporting reporting solutions using Microsoft Azure SQL, Power BI and related technologies.

Purpose of the Position

The Data Specialist is responsible for supporting the effective use, migration, reporting and analysis of data across Fixus systems.

The role works closely with the onboarding team to assist with data migration activities for new clients, including data extraction, transformation, validation and import support. The position also provides data-related input to the development team, helping ensure product features, reporting requirements and database changes are designed with data quality, performance and usability in mind.

The Data Specialist will also support internal and client reporting needs, including the development and maintenance of reports, dashboards and Power BI outputs. An ideal candidate will have a strong software development background, practical database experience and a good understanding of Microsoft Azure SQL.

Our Values

Our strategic directions and day-to-day activities are guided by the following values:

- **Teamwork** – we work together to create success.
- **Learning** – we are always learning.
- **Quality** – we have high standards and expect quality work.
- **Integrity** – we perform all tasks with the utmost integrity and honesty.
- **Accountability** – we are accountable for our actions.
- **Ownership** – we take ownership of our successes and failures.

Position Specific Accountabilities

Key Performance Indicators	Expected Outcome
Data Migration Support	Data migration activities are completed accurately, securely and in line with agreed onboarding requirements.

Data Quality	Data issues are identified, investigated, documented and resolved or escalated appropriately.
Reporting	Reports and data outputs are accurate, useful, timely and aligned with client and business needs.
Development Team Input	Data-related requirements, risks and design considerations are communicated clearly to the development team.
Database Support	Azure SQL databases, queries and data processes are supported with a focus on accuracy, performance and reliability.
Documentation	Data migration, reporting and database-related processes are documented and kept current.
Security Focused	Data is handled securely and in accordance with Fixus policies, procedures and compliance obligations.

Specific Duties Include:

- Work with the onboarding team to support client data migration activities.
- Assist with data extraction, transformation, validation and import processes.
- Analyse source data and identify data quality issues, gaps, inconsistencies and migration risks.
- Prepare data mapping, migration notes and validation outputs.
- Support testing and verification of migrated data.
- Assist with troubleshooting data migration issues during onboarding projects.
- Develop and maintain SQL queries, scripts and data extracts.
- Work with Microsoft Azure SQL databases and related data services.
- Support the creation, maintenance and improvement of reports.
- Assist with client reporting requirements and internal business reporting needs.
- Provide data-related input into product development, feature design and database changes.
- Work with developers to ensure reporting, data structures and data flows are practical, performant and maintainable.
- Identify opportunities to improve data quality, reporting processes and migration tooling.
- Maintain documentation for data migration, reporting and recurring data processes.
- Handle sensitive client and business data securely and appropriately.
- Participate in relevant project, onboarding and development discussions as required.

Note: Duties will be reviewed on a regular basis to meet the needs of the organisation as it grows.

Position Holder Attributes / Key Selection Criteria

- Strong practical experience working with relational databases and SQL.
- Experience with Microsoft Azure SQL or similar cloud-hosted database platforms.
- Good understanding of data migration processes, including extraction, transformation, validation and import.
- Ability to analyse data quality issues and identify practical remediation options.

- Good software development background or demonstrated ability to work closely with software development teams.
- Ability to write clear, reliable and maintainable SQL queries and scripts.
- Strong problem-solving skills with attention to detail and accuracy.
- Ability to communicate technical data issues clearly to technical and non-technical stakeholders.
- Good documentation habits and a structured approach to data processes.
- Strong security awareness when working with sensitive client and business data.
- Ability to manage multiple tasks and priorities across onboarding, reporting and development activities.
- Accountability, integrity and a willingness to learn and adapt as Fixus systems and reporting needs evolve.