

**Job Title**        *Migration Support Engineer*  
**Salary**            *£30,150 – 36,170, fixed term 12 months contract with a possibility of extension*

The Parliamentary Digital Service (PDS) works with the [House of Commons](#), the [House of Lords](#), and Parliament staff on their IT and digital needs.

We think it's important that everyone can access and understand what's going on in Parliament. Our goal is to bring together the public, Parliament Members, and Parliamentary staff to inform, engage, support, and communicate through one, unified digital core – PDS.

### **THE ROLE**

As part of the Office 365 Programme, we need to migrate up to 50 terabytes of data from shared drives into Office 365. This includes both standard office files and also PST archive files. You will assist with this important function for the period of the programme, and will be responsible for infrastructure and End User Technology related tasks during the programme, supporting and facilitating all migrations. You will also be responsible for troubleshooting problems related to these tasks and others that the Technical Migration Lead might delegate

### **YOUR SKILLS AND EXPERIENCES**

We are currently looking for candidates who have:

- Experience/knowledge of the creation and management of Windows file share, including direct permissioning using Access Control Lists.
- Experience/knowledge of the management of Active Directory Groups.
- Experience/knowledge of running scripts and managing the outputs and any resultant errors.
- Experience/knowledge of the creation and management of Group Policy and logon scripts to deploy file shares.
- Good levels of documentation skills.
- Good customer facing and interpersonal skills, is able to develop good working relationships with staff at all levels. Experience of stakeholder management and networking skills
- Applies logical and creative thinking to consider how a process could be made more efficient and effective
- Is able to identify and plan and schedule all the tasks required to deliver a larger piece of work
- Ability to gather information from different sources and interpret data
- Flexibility and a can-do attitude with a willingness to learn, explore and develop new skills
- Ability to work with and learn about new technology quickly, using skills to start working on live cases within a short period of time

### **BENEFITS**

In addition to a good salary package, we offer an attractive range of benefits including 28 days' annual leave, interest free season ticket loan and bicycle loan, childcare voucher scheme, access to training and development, in house gym and a contributory pension scheme.

### **EQUALITY**

We are committed to being an inclusive employer. We encourage flexible ways of working and staff have access to Workplace Equality Networks.

We welcome applications from everyone regardless of age, gender, ethnicity, sexual orientation, faith or disability.

Please let us know if you require any recruitment documentation in other formats or if you require reasonable adjustments to be made during the recruitment process.

#### **HOW TO APPLY**

PLEASE ENSURE THAT YOU SUBMIT A CV AND A SUPPORTING STATEMENT. Your supporting statement should demonstrate broadly how you meet the criteria in the job description for the relevant job that you wish to apply for and must specifically address the areas listed above. Your CV will not be considered if a supporting statement is not attached. If you have further questions, please contact [ParliamentaryDigitalService@TMPW.co.uk](mailto:ParliamentaryDigitalService@TMPW.co.uk)

We're an open, transparent and collaborative team at the heart of Westminster. If you'd like to join us in developing a modern digital democracy, find out more [here](#).