**Key Responsibilities:**

* Analyse data from various sources (OneDrive, SharePoint, Teams channels etc. ) to identify redundant, obsolete, and trivial (ROT) content.
* Map file server structures and Exchange configurations to Microsoft 365 destinations, ensuring alignment with best practices.
* Conduct pre- and post-migration validation checks including data integrity, permissions mapping, access verification, and mail flow validation.
* Configure and manage hybrid Exchange environments and coexistence models where required (e.g., ADFS, Azure AD Connect, Hybrid Configuration Wizard).
* Collaborate with security and compliance teams to ensure migrations meet organizational and regulatory requirements (e.g., GDPR, ISO 27001).
* Engage with business stakeholders and change management teams to drive user readiness and adoption.
* Automation scripts for discovery, reporting, and pre/post-migration validation.
* Migrating unstructured data from on-premises file servers and network shares to OneDrive for Business, SharePoint Online, and Microsoft Teams.
* Provide technical guidance and escalation support during critical migration phases and post-migration hypercare.
* Lead technical design and implementation of migration processes using tools such as ShareGate, AvePoint, Quest, Metalogix, BitTitan, Binary Tree, or native Microsoft tools (Mover, Migration Manager, HCW, PST import/export).
* Develop data transformation scripts to produce portfolio data.
* Data cleansing, profiling, mapping and mining of portfolio data.
* Ensure client data used for portfolio delivery is stored in consistent format and in line with treaty arrangements.
* Liaison with internal clients to understand data content to maximise the benefits to the business, uncovering possible weaknesses and working for their correction.
* Forecasting experience is beneficial for predicting trends and supporting business planning
* Use machine learning models and statistical analysis to extract insights from data
* Collect and analyse data from various sources to identify patterns, trends, and correlations
* Collaborate with business partners to understand their needs and identify opportunities for data-driven decision making
* Identify and implement data quality improvements

**Required Skills and Experience:**

* Experience with SharePoint Online, Microsoft Teams, and OneDrive for Business.
* Proficiency with migration tools like ShareGate.
* Strong skills in PowerShell for scripting and automation.
* Experience with data cleansing, information architecture, and taxonomy.
* Excellent technical, analytical, and problem-solving skills.
* Detailed pre-migration assessments, including data profiling, permissions analysis, and Exchange infrastructure review.
* Directory synchronization technologies (Azure AD Connect, ADFS).
* Proven experience delivering large-scale data and mailbox migration projects to Microsoft 365 workloads (OneDrive, SharePoint Online, Teams, Exchange Online).
* Microsoft 365 services and information architecture.
* Migration tools such as ShareGate, AvePoint, Metalogix, Quest, BitTitan, Binary Tree, Mover, or Migration Manager.
* Proficiency in PowerShell scripting for automation and reporting tasks across file and Exchange migrations.
* Solid understanding of permissions mapping, data integrity validation, mail flow, and access control models in M365.
* Excellent problem-solving skills, troubleshooting, and technical documentation capabilities.
* Strong communication and stakeholder engagement skills to liaise effectively with technical teams and business users.

**Desirable**:

* Understanding of Insurance / Reinsurance Business