

# Job Description

## Database Administrator

<b>Department</b>	IT
<b>Location</b>	Abingdon, UK
<b>Summary of Job</b>	<p>To provide administration and support to the growing range and scale of Oracle and MS SQL Server databases ensuring optimal design and performance. To work with developers improving the coherence and technical quality of the database software and to further protect the integrity of the data held on these databases. Provide operational support to internal and external customers for ad-hoc queries, data changes and reports.</p>
<b>Reporting Structure</b>	Reporting to the IT Support Services Manager
<b>Essential Functions</b>	<ul style="list-style-type: none"><li>• Responsible for optimal performance and routine maintenance of all Oracle and Microsoft SQL Server databases, e.g. Stats, Indexing, Upgrades, Performance Tuning, Identification and advise on how to improve inefficient query execution.</li><li>• Ensure good business continuity through the use of most appropriate technologies for backup, data integrity and availability.</li><li>• To execute database queries, data changes, standard/ad-hoc reports, and data updates requested by both internal and external customers.</li><li>• Troubleshoot database anomalies.</li><li>• To work with developers to advise on implementation of new databases, data warehousing and general query performance improvements.</li><li>• Proactive performance monitoring to avoid performance issues. Generate agreed key metrics for IT Management Team.</li><li>• Keep abreast of any database vendor specific bugs and advise management on appropriate action and implement any agreed actions to resolve.</li><li>• Advise the business on database upgrade options and new technologies. Plan and execute as appropriate.</li><li>• Responsible for advising management on Licensing status and maintain renewal of annual support agreements and payment as appropriate.</li><li>• Refreshing non production databases in a timely manner.</li><li>• Responsible for creation and maintenance of all SOPs pertaining to the DBA</li></ul>

role.

- Advise developers on best practices when modifying the database structure or writing efficient queries.
- Act as software release co-ordinator where required

## **Job Requirements**

### **Education**

- Preferably a degree (or equivalent) in a computing, mathematical or science discipline.

### **Experience**

- Significant experience and a deep understanding of the DBA role
- Experienced in project management and membership of project teams
- Working in a complex, pressured problem solving environment

### **Technical Skills**

- Ideally a qualified and experienced Oracle & MS SQL Server DBA.
- Programming Languages:-PL/SQL, T-SQL, Java, SQLJ, HTML, JavaScript, XML parsing tools.
- Database Management Tools:- SQL\*Plus, SQL\*Plus Worksheet, SQL Server Management Studio

### **Non-Technical Skills**

- Helpful, customer friendly, can-do attitude
- Ability to work well with teams either as a leader or active member
- Well organised with high personal standards and great attention to detail
- Enthusiastic, analytical and creative approach to problem solving.
- Ability to quickly pick up a wide range of new skills and knowledge
- Ability to work under pressure in order to meet deadlines
- Ability to clearly and concisely brief a broad range of people (many with non IT backgrounds)
- Excellent verbal and written communication

## **Physical Demands**

- VDU and computer keyboard operation
- Occasionally working late and at weekends

## **Working Conditions**

- Desk in a shared office