

Job Title: Database Administrator

Grade: PM2

Responsible to: IT Manager

1. Purpose of Job

The Database Administrator's role is to manage, install, monitor, maintain, and performance tune MSSQL production databases, while ensuring high levels of data availability. This individual is also responsible for developing, implementing, and overseeing database policies and procedures to ensure the integrity and availability of databases and any accompanying software.

2. Principal Accountabilities

- To be primarily responsible, on a daily basis, for ensuring key systems including Student Information and Finance are fully operational.
- To be primarily responsible, for the installation, testing and development of software and hardware running MSSQL based systems.
- To prepare and monitor and update a Disaster Recovery and Business Continuity Plan to ensure stability of Management Information Systems (MIS).
- Ensure data quality and integrity in databases.
- Troubleshoot database related issues in a timely fashion.
- Perform database transaction and security audits.
- Ensure SQL backups are carried out on a regular basis.
- Develop security procedures to protect databases from unauthorized usage.
- Use Microsoft SQL code for creating Database Views, in order to fetch data from one or more tables and link with external systems.
- Create complex functions, scripts, stored procedures and triggers to support application development.
- Commission and install new applications and customize existing applications in order to make them fit for purpose.
- Evaluate existing database systems and recommend improvements for performance efficiency.
- Maintain and develop existing integrated MIS Web-Applications & Portals.

- To develop a constructive working relationship with other academic and support staff alike, at all levels of the institution and to liaise with Auditors and external agencies, as required.
- Liaise with Registry & Finance Departments to ensure key data is available for purposes such as Funding Returns & Financial Audits. Provide SQL coding support to the MIS report writer.
- Liaise with external support services regarding system upgrades and key development issues.
- Manage and/or provide guidance to junior members of the team.
- To perform such other duties commensurate with the grade of the post, as required by the Line Manager.

3. Experience and Qualifications

	Essential	Desirable
Qualifications:	NVQ Level 4, degree or equivalent professional/supervisory/management qualification in IT/Computer related discipline, involving knowledge of MSSQL.	Post Graduate Studies. Qualification in client/server architectures and uses. Qualification in networking.
Work Experience:	Experience of MSSQL development in a network environment. Hands-on database tuning and troubleshooting experience. Experience in writing SQL code.	Familiarity with the main data manipulation languages and the principles of database design. Experience in using Microsoft PowerShell.
Special Aptitudes:	Good communication skills, ability to discuss issues clearly and succinctly Ability to represent the College in contact with external organisation.	Ability in programming and system design for client/server system.
Interests:	Use and development of Web and Client-Server Technologies.	Web development experience, Relational Database Theory,
Disposition/Attitude:	Calm, logical approach to problem solving, the ability to work under pressure. Cheerful and patient attitude to customers.	

Equal Opportunities

Darlington College is committed to recognising and promoting equality and diversity within the community. We wish to provide a working and learning environment that acknowledges the

richness of diversity and recognises the positive contributions of men and women of different social backgrounds, cultures, religions, abilities, ages and sexual orientation
Applications are therefore welcomed from all persons regardless of their sex, marital status, ethnic origin, disability, religious belief, age or sexual orientation provided they have the necessary attributes to carry out the job role.