

JOB TITLE

- Server & Systems Administrator

MAIN PURPOSE AND SCOPE OF THE JOB

- Administration of SQL Server alongside development of SQL Database and wider systems/process development. Systems data management and improvement, concentrating specifically in quality, change control and deployment.

POSITION IN ORGANISATION

Reports To: I&D Team Leader

Responsible For: N/A

Budget Responsibilities: N/A

SALARY RANGE

- TBC based on experience

DUTIES AND KEY RESPONSIBILITIES

- SQL Administration
- Data Analyst
- Data Architect
- Quality Control
- Version Control
- Change Control
- Deployment
- Testing
- Development:
 - Excel
 - Access
 - VBA
 - T-SQL
- Desirable: Python, Project Management, Business Analyst

GENERAL RESPONSIBILITIES

- Utilise best practice to implement the daily Server administration duties ensuring the server and database maintain optimal performance levels
- Ensure strict controls are implemented to reduce risk and increase resilience.
- Deliver a comprehensive and cohesive disaster recovery plan
- Ensure data sources are optimised for efficiency, capacity, reliability, resilience & accuracy.

- Develop, test, deploy systems developments, concentrated around the SQL Server Database, but not limited to this.
- Support the business with process and systems improvements
- Engage with departments to ascertain user requirements
- Support Team Members and act as a mentor in areas of expertise
- Remain abreast of technological advances and recommend any suitable developments

PERSON SPECIFICATION

In these sections you should detail the qualities, skills and experience you are looking for in the person you would like to employ.

	CRITERIA
SKILLS AND ABILITIES Please list what skills the applicant would need to do the job	<ul style="list-style-type: none"> • Clear and concise written and spoken communication skills • Methodical and risk averse attitude to systems and work in general • Ability to be tactful and balance multiple pressures • Flexible and able to adapt to different situations • Calm under pressure • Able to convey complex narratives simply • Team player open to mentoring colleagues
EXPERIENCE Please list what experience the person would need to do the job	<ul style="list-style-type: none"> • Experience in administering commercially active SQL servers • Experience of Microsoft Active Directory users, groups and objects. • Database backup and restore experience • Database change control and deployment experience • Developing and maintaining database documentation experience
KNOWLEDGE Please list what knowledge this person would need to do the job? Please include any specific qualification or training requirements.	<ul style="list-style-type: none"> • Languages/Systems knowledge <ul style="list-style-type: none"> ○ Excel ○ Access ○ VBA ○ T-SQL • Desirable - relevant SQL DBA qualifications • Desirable – relevant IT Security qualifications • Desirable - Knowledge of integration with external data systems, such as APIs, EDIs, and ETL
PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS Please list any other qualities you are looking for from the applicant	<ul style="list-style-type: none"> • Willing to travel and occasionally work unsocial hours • Be a good team worker demonstrating loyalty and commitment to the organization and team members • Creative and imaginative; constantly looking to develop • Takes ownership and responsibility readily • Proactive with a solutions based attitude •