

Job Description

Database Administrator / Analyst

# Post: Database Administrator / Analyst

Scale: PO2

Hours: 36 hours per week

Responsible to: Data & Reporting Manager

Location: Uxbridge/Remote Hybrid

###### Main Scope of the Post

To take responsibility for the overall health, performance and security of the MIS servers, to analyse data and produce reports to enhance the quality and timeliness of management information relating to the College’s key performance indicators across HRUC.

**DUTIES:**

1. To monitor and maintain the performance of the College’s MIS servers
2. Identify problems that arise and proactively tune the system to optimise performance
3. Install and configure database servers
4. Schedule and perform regular server maintenance
5. Develop, manage and test back-ups, recovery plans and restoration processes
6. Make recommendations for changes and improvements
7. Develop and support integrations with third party software
8. Setup and support the College MS Teams integrations
9. Assist System Support in software upgrades and installations

# To provide reliable, timely information as required to senior management and other staff, including all report generation relating to all aspects of the College data.

1. To be pro-active in developing, maintaining and providing reliable management information.
2. To proactively manage your own workload whilst understanding the departmental priorities
3. To ensure all communications are dealt with professionally/effectively and in a timely manner.
4. Assist with the management of new MIS developmental projects, particularly to ensure the efficient integration into the business practices across College.
5. To produce and analyse comparative reports based on internal and external benchmarks.
6. To assist in the maintenance of strong data integrity controls.
7. To understand the meaning and purpose of data and check all reports for reasonableness prior to publication.
8. To provide appropriate analysis of data results including reasons for variance against targets and relevant benchmarks.
9. Set up and maintain automated data processes.
10. Responsible for maintaining documentation and training guides for software and reports used within the College.
11. Provide training and support across the HRUC.

**OTHER DUTIES:**

1. To take an active part in the appraisal and mentoring processes.

2. To comply with all relevant Health and Safety regulations and assist the College in the implementation of its own Health and Safety policy.

3. To comply with and actively promote the College’s Equal Opportunities Policy.

4. Participate in and contribute to the College’s in-service and training activities.

5. To participate in enrolment duties.

6. To carry out all other duties as may be reasonably required.

**Safeguarding Children and Vulnerable adults**

* Understand and comply with Safeguarding legislation and ensure that best practice is embedded in all working practices as required.
* Commitment to Safeguarding and promoting the welfare of children and vulnerable adults, ensuring that this commitment is demonstrated in all aspects of the role as appropriate.

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| **Further Education is an every changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.** |

Database Administrator/Analyst

#### Person Specification

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| --- | --- | --- | --- |
|  | Essential | Desirable | How assessed?\* |
| Qualifications |  |  |  |
| Educated to Level 3 (A level or equivalent) | **✓** |  | Cert/AF |
| Qualified to degree level or equivalent |  | **✓** | Cert/AF |
| Relevant IT qualification/certification |  | **✓** | Cert/AF |
|  |  |  |  |
| Knowledge, Skills and Experience |  |  |  |
| Extensive experience of working with SQL Databases | **✓** |  | AF/IV |
| Experience in server maintenance – on premise and cloud (Azure) | **✓** |  | AF/IV |
| Experience creating automation scripts via Powershell | **✓** |  | AF/IV |
| Experience with reporting tools SSRS & Power BI |  | **✓** | AF/IV |
| Experience with MS Teams SDS Integration |  | **✓** | AF/IV |
| Ability and drive to embrace new reporting languages/techniques | **✓** |  | AF/IV |
| Experience of producing reports in a variety of formats to meet short deadlines | **✓** |  | AF/IV |
| Experience of data analysis and reporting from large databases | **✓** |  | AF/IV |
| Ability to take initiative and work without close supervision | **✓** |  | AF/IV |
| Good attention to detail | **✓** |  | AF/IV |
| Good communication skills, written and verbal | **✓** |  | AF/IV |
| Good interpersonal skills | **✓** |  | AF/IV |
| Ability to work effectively as part of a team | **✓** |  | IV |
| Ability to work to deadlines | **✓** |  | AF/IV |
| Good literacy and numeracy skills | **✓** |  | AF |
| Good organisation skills | **✓** |  | AF/IV |
| Previous experience of Further or Higher Education sector |  | **✓** | AF/IV |
| Competencies *Support staff should be able to demonstrate competency in all of the following areas:*  Communication  Planning and Organising  Working Together  Customer Services  Adaptability/Flexibility |  |  | AF/IV |

\*Evidence of criteria will be established from:

AF = Application Form

IV = Interview

Cert = Certificates checked on induction