

JOB DESCRIPTION

Job Title: Microsoft SQL Database Administrator (Fixed Term initially 6 Months)

Department: Information Technology (Computing)

Reports to: Head of Information Technology

Purpose of role:

To design and build a new Microsoft SQL database infrastructure to support the Colleges' current and future datasets. To plan and assist with the migration of databases from the old SQL servers to the new environment. To provide documentation and informal training for members of the IT team to support the future use of the new SQL estate.

Key accountabilities:

	Key accountabilities	% time spent
1	Assess the current MS SQL environment, identifying areas for improvement.	10%
2	Assess previous proposals for improvement	5%
3	Design a new MS SQL server environment and create a plan for deployment	10%
4	Present the plan and obtain sign off from the Head of IT	10%
5	Deploy the new MS SQL infrastructure, with assistance from the Infrastructure officers and IT Developers	20%
6	Provide training, assistance, and guidance to colleagues within the department and other members of the College when required.	10%
7	Provide detailed documentation of the new MS SQL estate	15%
8	Plan and carry out database migrations from the old to the new environment alongside the IT developers and other College staff.	10%
9	Design and configure a suitable backup and log management routine	10%
		100%

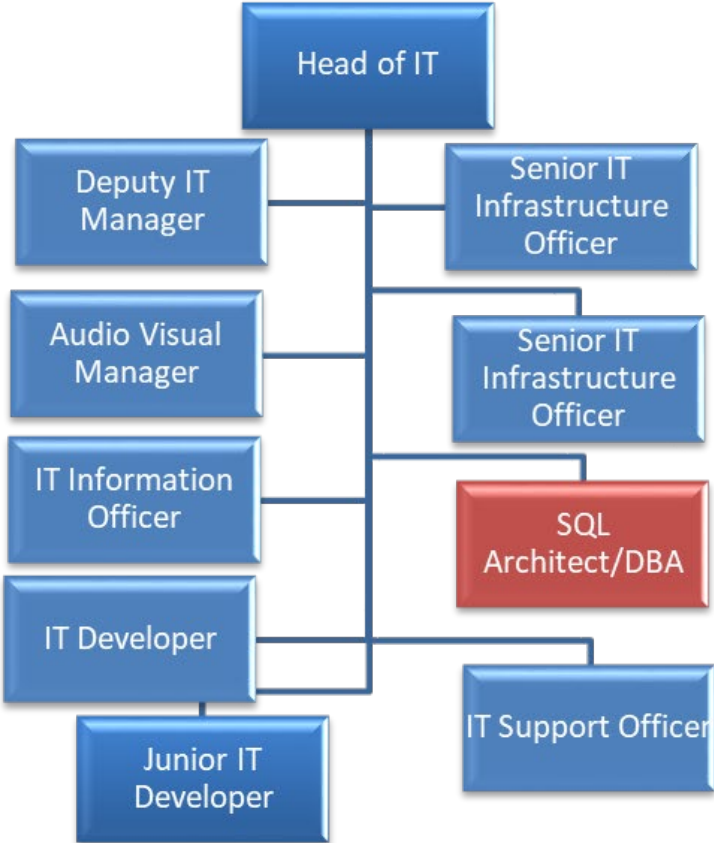
The College reserves the right to make reasonable changes to the duties and requirements in the job description, which may be necessary to meet the changing needs of the role or to reflect the latest technology or best practice.

PERSON SPECIFICATION

Criteria	Description
Experience	<p>Experience designing and deploying MS SQL environments using current and previous versions of Microsoft SQL Server (Required)</p> <p>Experience with current and previous versions of Microsoft Windows Server (Required)</p> <p>Experience with designing MS SQL environments for business-critical operations (Required)</p> <p>Experience designing MS SQL infrastructure running in Microsoft Azure (Desirable)</p> <p>Familiarity with data management principles and best practices to properly store, migrate, and structure data for multiple applications (Required)</p> <p>A strong grasp of SQL server development and maintenance, including troubleshooting, data migration, and backup and recovery tasks (Required)</p> <p>Ability to advise developers on operations, scripts, and triggers to improve database access, and should be familiar with one or more scripting languages (Required)</p> <p>Experience in gathering requirements, and preparing reports related to database issues (Required)</p>
Skills	<p>DBA skills such as database server installation, configuration, database backup, restoration, and performance tuning (Required)</p> <p>Windows server operating systems knowledge and the ability to perform Windows Server Administrator operational duties as required supporting the running of the databases. (Required)</p> <p>Ability to design and deliver Microsoft SQL environments both on premises and in Microsoft Azure (Hands on) (Required)</p> <p>Ability to design and deliver Microsoft SQL databases (Hands on) (Required)</p> <p>Ability to migrate application databases from one SQL environment to another (Required)</p> <p>Thorough understanding of MS SQL licensing (Required)</p> <p>Working knowledge of VMware (Desirable)</p>

	<p>Ability to advise developers on operations, scripts, and triggers to improve database access, and should be familiar with one or more scripting languages (Required)</p> <p>Ability to develop more efficient processes for handling and accessing data, automating recurring tasks, and performing routine maintenance (Required)</p>
Qualifications	<p>Minimum of A-Level or equivalent IT related qualification (essential)</p> <p>Relevant Microsoft SQL Certifications (essential)</p> <p>Relevant Microsoft Server certifications (essential)</p> <p>Relevant Microsoft Azure certifications (desirable)</p>
Additional requirements	<p>Ability to work effectively as part of a team and with other College departments</p> <p>Ability to work in liaison with people of all levels, with a strong 'customer service' focus</p> <p>Ability to work effectively on own initiative</p> <p>Excellent attention to detail</p> <p>Natural problem solver</p> <p>Assertive, but tactful and approachable</p> <p>Be able to manage relationships</p> <p>Good decision maker</p> <p>Calm under pressure</p> <p>Ability to prioritise own workload to meet deadlines and colleagues' expectations</p>

ORGANISATION CHART



EMPLOYMENT DETAILS

Rate of Pay:	£31,337 per annum (pro-rata if part-time).
Hours:	36.25 hours per week (full-time), part-time minimum hours 21.75 per week.
Contract Type:	6 month fixed-term contract.
Holiday:	25 working days per annum plus 8 public holidays (pro-rata if part-time).
Meals:	Free lunch is provided for staff whose duties cover this period when working in College.
Pension Scheme:	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month's service. All staff will become members unless they choose to opt out.
Employee Assistance	The Employee Assistance Programme is a free and confidential telephone and web based information and support service providing staff with access to caring and professional consultants and counsellors.
Gym:	Membership of the College gym is available for a modest fee. Inductions are compulsory.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff who organise events and outings.
Access to College:	The College is unable to provide parking on site for its entire staff. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. A number of members of staff cycle to work, and the College may be able to provide covered cycle parking.