

Job Description and Person Specification

This job description lists the general tasks, functions and responsibilities of the role below, including the specifications and skills required.

Job title*	Band
SQL Database Administrator	B2
Number of posts	Directorate
1	Technology
Contract type	Duration if fixed term
Permanent	N/A
Management responsibility	
N/A	
Reports to	
Infrastructure Manager	

Standard duties

To be added by recruiting manager

- **Agile** –Adopt an incremental sprint, iterative approach to the delivery of work packages. Embrace a scrum approach during delivery. This involves building properly tested increments with short iterations. You are empowered to make decisions. Ensure testing is integrated throughout the lifecycle management process. A collaborative and cooperative approach between all stakeholders is essential.
- **Research** - Undertake research into new and existing ICT solutions to improve efficiency and working effectiveness, as a result identifying potential opportunities. Consider and evaluate new technology and how they can add value and be incorporated into Parliament.
- **Reports** - Produce and present reports and proposal documentation as required, making clear reasoned recommendations.
- **Collaboration** - Work closely with relevant Digital Service teams to review existing business models and to find or design appropriate improved solutions.
- **Design** – Influences design and development of new and changed systems and services to optimise operational efficiency.
- **Standards** - Contributes to definition of associated standards and techniques. Recommends operational and maintenance acceptance of new systems and services.
- **Performance/Capacity** - Undertakes investigations and diagnosis of areas of concern highlighted by service and performance data, establishing courses of action to resolve performance/capacity problems and undertake management thereof.
- **Procedures** - Ensures that procedures and working practices for the efficient and effective running of all tasks associated with operating and controlling the installed

hardware and software are developed and maintained, including capacity and availability management.

- **User Requests** - Manages the response to enquiries by users, specialists and others, prioritising as necessary and dealing with the full range of operational exceptions and error conditions.
- **Incident Management** - Manages sensibly and responsibly, the resolution of unexpected or extraordinary events or incidents only escalating those which need specialist or management attention. Ensures that users, specialists and others are kept informed of progress and status.
- **Monitoring** - Optimises use of installed monitoring and analysis facilities to achieve accurate and cost effective reporting, developing and implementing processes, automated wherever possible, for the control, early warning or prediction of capacity problems.

The duties above are not intended to be an exhaustive list. The job description may be reviewed periodically in order to ensure that the duties meet the requirements of the service and to make any necessary changes.

Key internal relationships

Please list the key internal contacts with whom this post will need to work with e.g. Members, departments and specific posts.

- ADG
- Application Teams
- Development Team
- Service Desk
- Project Managers
- Architects

Key external relationships

Please list the key external contacts with whom this post will need to work with e.g. the public, government departments, suppliers.

- Key technology suppliers

Person Specification

Standard skills and knowledge required

- Effective written and verbal communication skills and can present complex information
- Excellent planning and organisational skills, able to prioritise to meet deadlines and takes full responsibility for quality and timescales of own work
- A systematic and analytical approach to problem solving
- Ability to contribute to and work well within a team
- Ability to supervise, motivate and lead staff
- Understands the needs of the customer and their differing levels of skills and experience
- The ability to work calmly and efficiently under pressure
- Is proactive takes action and anticipates opportunities

Specific skills and knowledge required

To be added by the recruiting manager.

- Technical understanding of the following: -
 - SQL databases
 - Server Operating Systems (e.g. Windows Server O/S)
 - Virtualisation (e.g. VMWare or Hyper-V)
 - Data Storage (e.g. NAS\NetApps)
 - Active Directory
 - DNS
 - DHCP
 - IT systems security
 - Performance Management
 - Systems Administration

- Experience of supporting the following at 3rd line support levels:
 - Database system administration (e.g. SQL Server 2008\2012\2014\2016)
 - SQL Server Business Intelligence (e.g. SQL Server Reporting Services, Microsoft Power BI)

- Experience of Implementation and Lifecycle management of the following: -
 - Database system administration (e.g. SQL Server 2008\2012\2014\2016)
 - SQL Server Business Intelligence (e.g. SQL Server Reporting Services, Microsoft Power BI)
 - Data Administration (TSQL Scripting)

- Experience of continual service improvement, this includes:
 - Life cycle management
 - Patch management
 - Capacity planning\forecasting
 - Optimization
 - Service ownership
 - Problem management

Additional information regarding the post

Location

The post is located at 7 Millbank on the Parliamentary Estate.

Bands A – E Positions

Hours

The hours of attendance for this post are 36 net per week. This excludes daily meal breaks of one hour. The exact daily times of attendance will be agreed with line management.

Salary and Benefits

Starting salary of between £30,150 to £36,170 (depending on experience)

In addition to a good salary package, we offer an attractive range of benefits including 28 days' annual leave, interest free season ticket loan and bicycle loan, childcare voucher scheme, access to training and development, in house gym and a contributory pension scheme.

Equality

We are committed to being an inclusive employer. We encourage flexible ways of working and staff have access to Workplace Equality Networks.

We welcome applications from everyone regardless of age, gender, ethnicity, sexual orientation, faith or disability.

Please let us know if you require any recruitment documentation in other formats or if you require reasonable adjustments to be made during the recruitment process.

For further information

Internal candidates should refer to the General Recruitment Information on the Employment intranet pages (select Careers & Development).

Those candidates who are shortlisted will be given details of any tests / assessments which will take place as part of the selection process.