

## **JOB DESCRIPTION**

**Post:** DBA Technician (SQL)

**Grade:** Band E

**Job Evaluation Ref: JE35**

**District/Department:** Joint ICT

**Sector/Section:** ICT Infrastructure - DBA Team

**Location:** OCC Wymondham

**Reporting to:** DBA Team Manager

## **ACTIVITIES AND RESPONSIBILITIES OF THE POST**

### **1. Principal purpose of the role**

To ensure that the ICT databases used within Norfolk and Suffolk Constabularies are implemented and maintained in a professional manner.

### **2. Main activities of the role *(This list is not exhaustive)***

- Work with internal and external staff to scope, specify and implement databases as part of new ICT systems.
- Establish, maintain and perform proactive and reactive support procedures to address performance, capacity, security, availability and related issues including backups.
- Regular reviews and checks of business continuity arrangements, including disaster recovery procedures.
- Perform patching, upgrades and renewals as appropriate.
- Investigate, diagnose, and resolve any database related incidents, including second line support.
- Provide and maintain database import, export, interface and reporting mechanisms, including SQL statements.
- Work closely with business and ICT system experts, particularly during upgrades and testing. Formulate database related tests.
- Maintain detailed knowledge of relevant IT trends and best practice. Assist the team manager to formulate proposals to adopt appropriate new technologies relating to databases.
- Produce and maintain scripts etc. to automate tasks.
- Develop and maintain technical documentation to agreed standards.
- Develop, maintain and produce reports, both business and technical.
- Provide flexible working hours/overtime/on-call as required.
- Supporting suitably authorised staff in the manipulation and extraction of data.
- Any other duties commensurate with the role and grade as may reasonably be required by line management.

### 3. Special conditions/Points to note

- a) The purpose of this job description is to indicate the general level of the duties and responsibility of the role, the duties may from time to time vary without changing the general character of the role or the levels of responsibilities.
- b) Whilst the role is normally based at the aforementioned location, you may be required to work at other establishments across both Norfolk and Suffolk Constabularies as may be reasonably required. Police Staff Conditions of Service will be adhered to in such instances.
- c) All duties must be carried out in accordance with relevant Health and Safety legislation and good practice. A 'No Smoking in the Work Place' policy applies
- d) All duties must be carried out in a manner that supports the Constabulary's commitment to equality and inclusion.

## **PERSON SPECIFICATION**

**Post:** DBA Technician (SQL)

**District/Department:** Joint ICT

**Location:** OCC Wymondham

### **Essential Criteria**

1. Demonstrate significant technical ICT experience, including full system lifecycle and analytical skills along with a methodological, careful approach to detail and respect for business data.
2. Demonstrate a proficient working knowledge in the configuration and support of servers using recent versions of Unix, Linux and/or MS Windows operating systems.
3. Proven ability to install, configure and support databases, ideally recent versions of SQL Server, including associated reporting systems.
4. Proven experience of producing and maintaining SQL, (Microsoft) T/SQL code.
5. Proven expertise in supporting client/server applications, including workstation dependencies.
6. Demonstrate effective interpersonal, written and oral communication, evidencing team working and motivation skills
7. Ability to travel to multiple locations within Norfolk and Suffolk as required
8. Ability to work outside of normal office hours if required and on a regular basis as part of an ICT 'on call' rota

### **Desirable Criteria**

1. ITIL Foundation (V2 or V3) qualification
2. A formal recognised ICT qualification