DBA Technical Lead

Department: Chief Operating Office

Division: Modernisation and Digital

Reports to: Platform and Cloud Manager

JE Reference: COO050

Grade: CS11   **JE Date:** 18/10/2019

Job purpose

The DBA Technical Lead will develop and implement plans, policies and procedures for Database administration to support business intelligence aims, ensuring that the databases and database services, both on premise and cloud-based, are running at maximum efficiency.

Job specific outcomes

- Configuration of database settings, including profiling, table indexing and security to ensure compliance with organisational policies and statutory requirements

- Responsible for overseeing review of system efficiency, assessing processing times, use of resources, and disk space identifying opportunities for improvement to enhance business outcomes

- Oversee troubleshooting of server and database related issues ensuring downtime is minimised to mitigate business risk

- Oversee the configuration and security procedures for all databases and systems critical to the business, ensuring they are covered by effective remediation strategies

- Ensure the regular loading, processing and validation of datasets onto the organisation's information systems are undertaken correctly and accurately to prevent exposure to risk

- Maintenance of systems used for the transformation and submission of data to statutory datasets, ensuring compliance with policies and regulation

- Responsible for overseeing database IDs, assigning permissions, moving security between servers, and implementation of data encryption to protect the organisation from risk

- Research new technologies and propose recommendations on improving the way the organisation works to enhance outcomes

Statutory responsibilities

Active engagement, participation, and compliance with other statutory responsibilities applicable to the role, as amended from time to time

ONE GOVERNMENT

Office of the Chief Executive

Customer and Local Services

Children, Young People, Education and Skills

Health and Community Services

Justice and Home Affairs

Treasury and Exchequer

Growth, Housing and Environment

Strategic Policy, Performance and Population

Chief Operating Office

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Educated to degree in a subject with a high degree of analytical or numerical content, or demonstrate such a level of equivalent qualifications and experience.	Formal certification in Database Administration or Management.
Knowledge	Proven experience of working in a multi-disciplinary organisation within a database/information environment. Knowledge of relevant statutory regulation impacting database administration and management.	
Technical / Work-based Skills	Has a technical, professional, and specialist knowledge and understanding in software packages, reporting tools, and database management. Specialist knowledge of database administration tools and techniques.	
General Skills/Attributes	Strong customer services skills, able to gain rapport quickly and build effective and trusting working relationships with our customers. Strong communication skills both written and verbal. Deliver the ability to communicate to both your team and your customers. Team player that works with and communicates well within and across our technical teams, actively prompting respect for colleagues, sharing of skills and information and building trust amongst teams.	

	Excellent time management skills, especially working under pressure with tight deadlines.	
	Good organisational skills and be able to schedule their work under conflicting demands.	
	Capable of applying strong analytical skills to their Role.	
	Good change management and technical risk assessment skills, apply appropriate caution and discipline.	
Experience	Experience in a similar role leading the provision of data services	

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.