



ROLE DESCRIPTION

Database Administrator

1. PURPOSE

The Database Administrator is responsible for the day-to-day management, support, maintenance, and optimisation of our organisation's databases to ensure their reliability, security, and high performance. The ideal candidate should possess good technical expertise in database management, with a keen eye for detail, and the ability to collaborate effectively with other stakeholders in the school.

2. REPORTING RELATIONSHIPS

Reporting directly to the IT Manager, the DBA collaborates closely with the IT Manager and other members of the iAssist team, maintaining direct contact with all school community members.

3. RESPONSIBILITY

1. Database Management:

- Collaborate with school stakeholders to design efficient and scalable database structures, seamlessly integrating them with other systems.
- Develop database schemas, tables, indexes, and relationships in accordance with application requirements.
- Ensure the application of best practices for database design, normalisation, optimization, and security.
- Serve as an escalation point for support issues related to database functionality and data accessibility.

2. Database Installation and Configuration:

- Install, configure, and sustain databases (e.g., MySQL, SQL Server) across development, testing, and production environments.

3. Performance Tuning and Optimization:

- Monitor database performance, promptly addressing bottlenecks, slow queries, and other performance-related concerns.
- Optimise database queries and server configurations to enhance response times and system performance.

4. Data Security and Compliance:

- Implement and enforce data security protocols, encompassing access controls, encryption, and auditing.
- Remain current with data privacy regulations (e.g., GDPR, HIPAA), ensuring database environment compliance.

5. Backup and Recovery:

- Formulate and maintain backup and recovery strategies to mitigate potential data loss or corruption risks.
- Regularly validate and test backup and recovery procedures to uphold data integrity and availability.

6. Database Monitoring and Maintenance:

- Proactively monitor database health to swiftly resolve issues and minimise downtime, ensuring uninterrupted system availability.
- Execute routine maintenance activities like database backups, patching, and upgrades.

7. Capacity Planning:

- Evaluate present and future database capacity requirements, offering recommendations to the IT Manager and implementing scalability solutions as needed.
- Track database growth trends and proactively plan for additional resources to accommodate data expansion.

8. Documentation and Knowledge Sharing:

- Maintain meticulous documentation of database configurations, processes, and procedures.
- Facilitate knowledge sharing by imparting expertise and best practices to team members and stakeholders.

4. REQUIREMENTS

It is a requirement that the Database Administrator Manager is loyal to the ethos of the College and the Edmund Rice Charter and will demonstrably enact College Policies and support the College Leadership Team and Principal.

Updated September 2023

Knowledge and experience

Required:

- Proficiency in managing relational database management systems (e.g., MySQL, SQL Server) and associated tools.
- Strong skills in SQL querying and performance optimization.
- Familiarity with scripting languages for automation, such as PowerShell.
- Knowledge of best practices in database security.
- Expertise in Microsoft Office products and O365.
- Experience with backup and recovery solutions.
- Understanding of high-availability and disaster recovery configurations.
- Effective problem-solving aptitude for addressing intricate database challenges.
- Excellent communication and collaboration abilities.
- Capability to work autonomously and within the iAssist team.

Advantageous:

- Bachelor's degree in Computer Science, Information Technology, or a related field.
- Familiarity with .NET Framework (MVC), T-SQL, C#, and Python.
- Professional certifications in database administration, such as Oracle Certified Professional or Microsoft Certified: Azure Database Administrator Associate.
- Previous involvement in managing School Student Information Systems.

5. COMPETENCIES

Competencies

- **Accountable**

Delivers on commitments, takes responsibility for actions, decisions and outcomes and ensures the same of others.

- **Attention to Detail**

Thoroughness in completing all tasks with high concern for accuracy, quality and doing things properly. Follow established procedures where applicable.

- **Customer focus**

Identifies and understands students and staff needs and builds collaborative relationships with both internal and external customers in order to satisfy needs.

- **Decision Making**

Ability to recognise problems or opportunities, analyse alternatives, consider options, make sound judgements and choose an appropriate course of action to achieve desired outcomes/solutions.

- **Interpersonal skills**

Ability to manage relationships and interactions with other individuals or groups. Considers and responds appropriately to the needs, feelings, and capabilities of different people in different situations.

- **Responsive**

Acts quickly in answer to requests/demands and changing environment and expectations. Identifies and acts on opportunities

- **Teamwork**

Willingness to participate as a member of a group that shares a common interest working together cooperatively and productively to achieve results. Effective contributor that interacts within the group and participates in activities.