

JOB TITLE: JUNIOR DATABASE ADMINISTRATOR

1. MAIN PURPOSE OF JOB

Support and maintenance of CDL's suite of development, test and live databases including those that are used internally within CDL and those that are hosted by CDL for client use.

The role has exposure to all aspects of database administration – e.g. installation/upgrade/patching, backup and recovery, performance and tuning, security, data loads and database copies. It also includes the running of data fix scripts, daily checks (e.g. database backups), automating tasks, maintaining data feeds and investigating problems.

2. POSITION IN ORGANISATION

- Reports to the Database Support team leader
- Direct contact with internal customers to resolve issues

3. SCOPE OF JOB

- **Database Infrastructure & Security** – Assist with the creation, deployment and maintenance of databases in both development and live service environments.
- **Communication** – Clear and timely communications (verbal and written) to colleagues and internal customers.
- **Service Delivery** – Assist colleagues in achieving agreed service standards by maintaining database services to the required operational levels.
- **Standards and Working Practices** – Ensure that team processes and standards are adhered to accurately to ensure that the expected levels of service quality and performance are maintained.

4. DIMENSIONS & LIMITS OF AUTHORITY

- Perform regular database maintenance activities by following internal processes (data loads, data fixes, schema updates, database copies, software installs/upgrades/patches etc)
- Plan own time so that delivery targets are met
- Maintain procedural documentation

5. QUALIFICATIONS

- Relevant IT qualification is desirable (preferably degree level)

6. EXPERIENCE

- Proven, demonstrable interest in relational databases such as Oracle or my*sql (e.g. relevant project undertaken at university/college, website creation etc)
- Proven, demonstrable knowledge of SQL
- Proven, demonstrable interest in technology (servers, storage systems, networks, “no sql” databases etc)
- Linux shell scripting experience is desirable
- Good verbal / written communication skills
- Team working

- **DUTIES & KEY RESPONSIBILITIES**

Database Infrastructure

- Assist with the creation, monitoring and maintenance of live and development databases
 - Assist with the setup and management of database resilience and backup strategies
 - Assist CDL group development staff in database development projects
 - Assist with the automation of regular database support activities
 - Perform regular processes (e.g. weekly data refreshes, run data fix scripts) in an accurate and timely manner
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Communication

- Keep logs updated with progress on a regular basis
 - Liaise with customers to plan activities, request testing etc
 - Contribute to team meeting discussions
 - Learn from and share knowledge with the team.
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Service Delivery

- Assist with the planning for database projects from the initial phase onwards
 - Assist with the design, implementation and maintenance of database services and infrastructure to support CDL client deliveries and internal services
 - Escalate issues to senior colleagues when problems are identified
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Standards and Working Practices

- Ensure that all activity is performed in compliance with the audit standards (e.g. SAS 70, PCI DSS)
 - Assist with the reviews of working policies and procedures
 - Assist with the formulation of company policy as appropriate
 - Maintain code in centralised repositories appropriate to each project
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