

## Job Profile Database Administrator

**Job Title: Database Administrator**

**Job Grade: Level 4 Zone 2**

**Salary Range: £45,042 - £51,870**

### **About Camden**

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

### **About the role**

The Database Administrator's role is to provide provision of prompt and effective technical support to users across the Council, covering all aspects of database administration. This includes database management, design, configuration, monitoring, security, backup and recovery, through resolution of incidents and service requests in line with agreed service agreements, ensuring minimal disruption/ loss of service.

### **Example outcomes or objectives that this role will deliver**

- Set standards for database administration, ensuring that procedures exist and are followed for all routine database administration activities.
- Manage database configuration(s) including installing and upgrading software servers and application tools, ensuring that all standard procedures are observed, applying fixes, and maintaining supplier and user documentation.
- Monitor trends in database activity and ensuring efficient access to data, working with data analysis and database design functions where appropriate and to initiate regular exercises to optimize database performance.
- Plan for backup and recovery of database information, ensuring backup is carried out as per plans, planning and managing exercises to prove recovery procedures and ensuring that recovery plans are tested regularly
- Implement recovery procedures when necessary.
- Ensure that database problems are investigated, diagnosed and resolved, referring to database users, other staff and suppliers as necessary.
- Work with application developers, support staff data teams and external software vendors to troubleshoot site-specific performance issues, escalating to developers for software fixes or implementing database improvements.

- Develop specialist technical and application knowledge of database concepts, object and data modelling techniques and design principles and maintaining a detailed knowledge of database architectures, software and facilities and their application in local use.
- Work with application developers and users to define their needs for databases, other database tools and facilities, evaluating potential solutions, demonstrating, installing, tuning and commissioning selected products.
- Work with data management colleagues to ensure that modelling is carried out consistently, and that corporate standards for repository administration and data dictionaries are observed.

#### **About you**

- BSc in relevant discipline, or equivalent industry experience.
- Proficient in understanding software which enables the user to create, populate and manipulate data structures.
- Proficient in tools and techniques which assist in creating a logical entity model and generating a physical database.
- Proficient in data manipulation and ETL processing for integrating data between multiple applications, platforms and vendors.
- Proficient in understanding the IT/ IS infrastructure, operating systems, configurations and the IT applications and service processes used within the organization.
- Proficient in understanding the system software which controls activities such as input, output, dynamic resource allocation, and error reporting, within the operation of a computer configuration. Examples: Windows, Linux, OS X, MVS, UNIX, Virtualization, Cloud Services.
- Proficient in the use of tools or systems which provides access security control (ie preventing unauthorized access to data and systems).
- Familiar with networking technologies to assist in troubleshooting of issues and ensuring data is securely transferred.
- Familiar with corporate, industry and professional standards, policies, regulations, compliance and codes of conduct associated with the role.
- Familiar with Data Protection Act and EU General Data Protection Regulation and application of relevant elements.

#### **Work Environment:**

The post-holder will be required to work in an 'agile' way in line with Camden's move to a paperless and flexible work environment.

#### **People Management Responsibilities:**

No Formal Line Management Responsibilities

**Relationships:**

This post reports to the Senior Database Administrator

**Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

**Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

**Diversity & Inclusion**

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

**Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK ([www.HireMeMyWay.org.uk](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

**Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG,