

| | |
|-----------------------|------|
| Job Title: DBA | |
| Job Evaluation Number | B983 |

JOB DESCRIPTION

| | |
|--|---|
| Job Title: DBA | Location: Kidlington or Southampton |
| Job Family: ICT | Role Profile Title: BB3 Police Staff |
| Reports To: Systems & Ops Team Leader | Band level: 3R |
| Staff Responsibilities (direct line management of): Nil | |

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

The overall purpose of the role is to: maintain and manage the security, integrity, recoverability, capacity and availability of the organisations databases in accordance with ICT standards and policies.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

The key result areas in the role are as follows:

1. Uses database management system software and tools to analyse and investigate database problems, resolving these within agreed SLAs.

2. Uses available software or specialist monitoring tools to maintain and control databases to maximise capacity and availability for the business in accordance with the DBA standards.

3. Works with and influences application developers, support staff and external software vendors to troubleshoot site-specific performance issues, escalating to developers for software fixes or implementing database improvements as appropriate to resolve performance issues.

4. Enrols users, maintains system security, controls and monitors user access to databases so that database connectivity and security is maximised within agreed SLAs.

5. Produce and maintain documented procedures and scripts for all aspects of database administration so that best practice is championed and databases run efficiently and effectively.

6. Defines and implements the backup and recovery solution that will fully meet the business continuity requirements and SLAs in the event of disaster.

7. Coaches / mentors others in all aspects of current and correct operational practice to ensure a consistent approach is adopted within the technical specialism.

c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources

Further Comments:

Receives work in the form of specific objectives and / or work packages.

Will have the ability to work on the Forces' infrastructure.

Works with and influences department managers, customers and third parties.

| | |
|-----------------------|------|
| Job Title: DBA | |
| Job Evaluation Number | B983 |

d. CHARACTERISTICS OF THE ROLE

Expertise: Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

| <i>The knowledge or skills required in the role are as follows:</i> | <i>E/D</i> |
|---|-------------------|
| 1. To hold or demonstrate knowledge of ITIL Foundation Level. | E |
| 2. To demonstrate working knowledge of Windows Server 2012 and Redhat / SuSE Linux. | E |
| 3. Able to understand (and articulate) how the application of ICT technology impacts the organisation, business objectives and processes, ideally within policing. | E |
| 4. Able to achieve significant outcomes through influence and persuasion rather than through direct line authority. | E |
| 5. Proven good communication skills, written and oral. | E |
| 6. Must be flexible and adaptable with a proven problem-solving approach, working systematically and with little or no direct supervision. | E |
| 7. Must have capability to travel to different locations across the Forces and undertake all assignments in a timely manner. Due to the requirement to work flexibly, unsocial hours and personal safety for lone working; public transport may not be available or suitable at these times. For this reason a full UK driving licence is considered essential. * | E |
| <i>Additional comments:</i> * At interview, candidates will be asked to confirm their willingness to undertake this Basic Driving Assessment, which in turn will enable the use of a police authorised vehicle. | |