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| **Police Staff** **Principal DBA** **Information & Communication Technologies Department** **Role Definition:YI218 / 14308** |

**ROLE DEFINITION**

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| Dept / Area Command: | Information & Communication Technologies Department | http://domcms/icons/ecblank.gif | Section: | Database Services |
| Post Title: | Principal DBA | http://domcms/icons/ecblank.gif | Post Reference: | YI218 / 14308 |
| Post Grade: | Grade J | http://domcms/icons/ecblank.gif | Location: | Washington |
| Car User Status: |  | http://domcms/icons/ecblank.gif | Telephone Allowance: |  |
| Shift Allowance: |  | http://domcms/icons/ecblank.gif | Standby Allowance: | Payable when on standby rota |
| Weekend Enhancement: |  | http://domcms/icons/ecblank.gif | Contractual Overtime: |  |
| Line Manager: | Application Services Manager | | | |
| Staff Responsibilities: | Not Applicable | | | |
| Purpose: | To design, develop and support all areas of database technologies in line with Force strategy and policy to ensure 24/7 availability for operational policing. | | | |

**Key Responsibilities:-**

* 1. **Design and implement solutions to both support the delivery of new systems and enhance existing systems using Oracle and/or SQL Server based technologies.**
  2. **Design and implement high availability and disaster recovery solutions using Oracle and/or SQL Server technologies in order to meet the availability requirements of a given operational system.**
  3. **Devise, implement and support solutions for data migration, extraction, transformation and loading using both ETL tools and programming solutions.**
  4. **Develop and support database solutions to meet the organisation’s business intelligence and data analytic needs.**
  5. **Develop and implement backup and recovery plans and procedures for Oracle and/or SQL Server databases based on industry best practices.**
  6. **Design database schemas and offer advice to other teams within ICT on data modelling practices.**
  7. **Approve production database design and schema changes and control the migration of schema changes from development to production environments.**
  8. **Ensure effective and efficient system performance via database performance tuning and optimisation, using monitoring and troubleshooting tools.**
  9. **Ensure the integrity of the organisation’s databases, implementing the principles of data security by aligning applications and ICT products to reflect Force policy and industry best practice.**
  10. **Provide support on behalf of Database Services ensuring that support services remain in line with Service Level Agreements to provide a customer focused service that meets the needs of the organisation.**
  11. **Document database management procedures and any other relevant technical documentation.**
  12. **Supervise, train and allocate work to subordinate staff, providing advice and guidance when required in order to enhance the services provided in support of the ICT infrastructure.**
  13. **Undertake Appraisals, reviewing performance and identifying training and development needs in order to improve the quality of service and to contribute to the development of the individual.**
  14. **Liaise with internal and external user groups, developers, project teams, manufacturers and suppliers, by participating in modelling initiatives and data/systems analysis to ensure all parties to aid decision making and provide an effective and efficient service.**
  15. **Provide professional and expert advice on the importance of good data management practises by influencing and educating ICT project teams, taking into account long term planning and risk management elements.**
  16. **Accurately forecast future application and database growth over the short, medium and long term by undertaking capacity planning in order to ensure that applications and databases make best use of the storage available.**
  17. **Participate in the system of implementation and recovery procedures, including work outside standard office hours, and take part in the call-out/stand-by rota, in order to satisfy the needs of the system users.**

**The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.**