

Database Administrator

Summary statement

Designs, implements, or monitors and maintains databases.

Mission

Ensures the design and the implementation (Developer), or ensures the maintenance and repair of an organization's database (Administrator) to support information system solutions that meet business information needs. Verifies the development and design of database strategies, monitoring and improving database performance and capacity, and planning for future expansion requirements. Plans, co-ordinates and implements security measures to safeguard the database.

Accountable

- Data model

Responsible

- Solution specification
- Solution in operation

Contributor

- Test procedure
- Solved incident

Main task/s

- Define/ build/optimize database models and schemas
- Apply standards methods and tools for measuring and reporting on wide set of relevant performance indicators (response time, availability, safety, integrity ...)
- Produce database procedures and instructions for other analysts or administrators
- Monitor and maintain databases
- Identify, investigate and correct problems or incidents related to databases
- Provide training, support, advice and guidance on database issues to other information system practitioner

KPI area

Database in operation

A - Plan

A.6. Application Design

Analyses, specifies, updates and makes available a model to implement applications in accordance with IS policy and user/customer needs. Selects appropriate technical options for application design, optimising the balance between cost and quality. Designs data structures and builds system structure models according to analysis results through modeling languages. Ensures that all aspects take account of interoperability, usability and security. Identifies a

common reference framework to validate the models with representative users, based upon development models (e.g. iterative approach).

Proficiency Levels

Proficiency Level 1 - Contributes to the design and general functional specification and interfaces.

B - Build

B.1. Application Development

Interprets the application design to develop a suitable application in accordance with customer needs. Adapts existing solutions by e.g. porting an application to another operating system. Codes, debugs, tests and documents and communicates product development stages. Selects appropriate technical options for development such as reusing, improving or reconfiguration of existing components. Optimises efficiency, cost and quality. Validates results with user representatives, integrates and commissions the overall solution.

Proficiency Levels

Proficiency Level 3 - Acts creatively to develop applications and to select appropriate technical options. Accounts for others development activities. Optimizes application development, maintenance and performance by employing design patterns and by reusing proved solutions.

B.2. Component Integration

Integrates hardware, software or sub system components into an existing or a new system. Complies with established processes and procedures such as, configuration management and package maintenance. Takes into account the compatibility of existing and new modules to ensure system integrity, system interoperability and information security. Verifies and tests system capacity and performance and documentation of successful integration.

Proficiency Levels

Proficiency Level 2 - Acts systematically to identify compatibility of software and hardware specifications. Documents all activities during installation and records deviations and remedial activities.

Proficiency Level 3 - Accounts for own and others actions in the integration process. Complies with appropriate standards and change control procedures to maintain integrity of the overall system functionality and reliability.

C - Run

C.4. Problem Management

Identifies and resolves the root cause of incidents. Takes a proactive approach to avoidance or identification of root cause of ICT problems. Deploys a knowledge system based on recurrence of common errors. Resolves or escalates incidents. Optimises system or component performance.

Proficiency Levels

Proficiency Level 3 - Exploits specialist knowledge and in-depth understanding of the ICT infrastructure and problem management process to identify failures and resolve with minimum outage. Makes sound decisions in emotionally charged environments on appropriate action required to minimise business impact. Rapidly identifies failing component, selects alternatives such as repair, replace or reconfigure.

D - Enable

D.10. Information and Knowledge Management

Identifies and manages structured and unstructured information and considers information distribution policies. Creates information structure to enable exploitation and optimisation of information. Understands appropriate tools to be deployed to create, extract, maintain, renew and propagate business knowledge in order to capitalise from the information asset.

Proficiency Levels

Proficiency Level 3 - Analyses business processes and associated information requirements and provides the most appropriate information structure.

Responsibilities:

- Experience in database administration
- Experience using and demonstrated understanding of Oracle 10g/11g/12c Oracle SQL*Plus, PL/SQL, MSSQL, MySQL
- Familiarity with Linux system administration
- Strong customer service skills
- Exceptional written and oral communication skills
- Ability to quickly grasp new technical and functional environments and skills
- Motivation to succeed in support of the team, company and customer
- Ability to work independently and as part of a team
- Reporting to the head of ICT Finance
- Provide monthly status reports about the goals to be achieved

Qualifications:

- A bachelor degree with minimum of 5 -10 years' experience as database administrator in financial organizations.
- The ability to respond accurately to questions relating to policy and practice
- Training and coaching junior employees
- Identification of training needs and development and deliverer of the training required
- ~ Demonstrated service excellence at a senior level
- ~ Attention to detail, initiative and set high standards
- ~ Required English and Dutch oral and written