**Areas of Responsibility:** Ensuring the efficiency and security of all of the company’s data environments.

**Job Title:** Data Administration Manager

**Generic Knowledge**

• Experience in Management of people

• Experience in project management techniques an advantage.

• Understanding of the main principles of general business.

• A general understanding of Autonet (a detailed knowledge is not essential due to the people formulating the team itself).

**Specialised Knowledge**

* Database design best practice
* SQL server optimisation techniques
* Data Security principles and methodologies

**Skills**

* Clear written and verbal communication
* Ability to work in a small team and autonomously
* Ability to prioritise own workload
* Good time management.
* Proactive and self-motivated approach to problem solving
* Excellent attention to detail
* A can do attitude, that formulates solutions and negates problems
* Firm understanding of the principles of cost and benefit return
* Team leadership
* Planning and organisation
* Assertiveness, resilience and reliability
* The ability to motivate, be a team player, develop others people and provide constructive and professional feedback.

**Qualifications**

None specific however mush have substantial experience of managing data environments

**Compliance**

* Conduct your relevant activities in accordance with the requirements and procedures of Autonet Insurance Services Ltd
* Assisting and supporting the firm in complying at all times with FCA requirements and any other relevant legislation e.g. the data protection act.
* Preventing Financial Crime

**What do you need to do?**

* Manage the process of implementing both customer facing and internal software requirements to agreed specifications
* Ensure individual team members possess the required skills to undertake the tasks assigned to them and to ensure adequate support is available to enable each individual to extend their skills as required to undertake their duties. Ensure individual team members are engaged in a process of personal development in all relevant aspects of software development, departmental procedures and the company’s values and culture
* Investigate and implement the use of new technologies, tools, methods and approaches to improve the performance of the team
* Ensure compliance off all company policies and procedures
* Maintain the appearance of the team’s working environment (and of all staff) in ways that promotes the business values
* Assist the HR and People Development Department with information as and when required.
* Complete ad-hoc job related tasks as required/directed by the Head of Distribution or any other member of the management team
* managing of the data infrastructure environments.
* Responsible for data security within the 'database' environments (DPA, PCI etc.)
* Working with the MI Manager to support the delivery of MI requests in the agreed order.
* Responsible for team morale in their area
* Responsible for consistent and regular communication to key stakeholders
* Responsible for ensuring that the productivity of the Data Administration team is appropriate to the business requirements
* Support the MI Manager (and MI Team) by ensuring that they have the correct tools and access to correct information
* Work with the MI team to ensure that when new processes are made live (or existing processes are changed) that the impact on the data infrastructure and security is considered and that appropriate adjustments are made where necessary
* Effective communication of data infrastructure or security risks/concerns
* Assist senior management team in defining and delivering remaining structure changes

**How is this measured?**

* Customer feedback
* Achievement of Departmental objectives
* Achievement of personal objectives
* Staff development
* Business Engagement
* Board Feedback
* Staff Feedback

**How do you spend most of your time?**

* Day to day monitoring of data environments with a view to identifying any potential issues.
* Problem solving performance issues.
* Planning and designing future data solutions to improve long term efficiency.

**Reporting Relationships**

* Reporting to the Director of IT Operations
* Regular updates to project stakeholders.
* Mentoring of direct reports

**Working Environment**

* Within an existing team of skilled data administrators
* Desk based
* Requirements to hold meetings with key business stakeholders

**Purpose of the Role:** Oversee and manage the day to day activities of the Data Administration Team, ensuring each team member is effective in delivering effective and secure data solutions. Understand the importance and impact of the data systems on the business and business customers and assist those customers in the effective use of that data. Oversee and manage an effective team of people, offering them the right direction and motivation.



**What do you need to know?**

**What do you need to do?**

**What is the structure of your role?**