**Purpose of the Role:** Ensure the continuous operation of the company’s data extract, storage, transport and processing systems but not exclusively MI reporting, dialler, internal and external data feeds.

**Skills**

* Experience of working in a commercial IT environment.
* Excellent written and verbal communication skills.
* Commercial experience in using SQL Server/Windows Server.
* Ability to work on your own initiative.
* Manage your own workload working towards set deadlines and targets.

**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

**Qualifications**

* A Microsoft SQL Server DBA qualification or equivalent.

**How is this measured?**

* Code review
* Customer feedback
* Achievement of Departmental objectives
* Achievement of personal objectives

**Specialised Knowledge**

* Knows the features of own product/service/techniques and can accurately answer customer’s/colleagues’ questions.
* Demonstrates expertise in own area of business.
* Be aware of broader organisational goals and understands the impact of own actions on cost.
* Be aware of department objectives and understands how role fits into these objectives.

**Generic Knowledge**

* Maintain very high professional standards.
* Highly accurate, paying appropriate attention to detail.
* Speak confidently, clearly and concisely, avoiding jargon.
* Write clearly, concisely and accurately.
* Be able to persuade and convince others without appearing passive or aggressive.
* Demonstrate flexibility and remain positive despite setbacks.
* React positively to change, staying calm under pressure.

**What do you need to do?**

* Ensure capacity management is conducted to ensure that the data systems stay in line with the company’s growth in order to optimise data processes wherever possible.
* Monitor all systems to ensure that they are working as expected and that the data provided is correct.
* Provide support to other members of the IT Development Team in respect of any developments which involve data storage or processing.
* Perform ‘Ad-hoc’ duties within the remit of the position from time to time.
* Contribute to achieving team objectives; help create a positive working environment.
* Take responsibility for own actions/decisions without being prompted but aware of when to refer to others.
* Respect company policies and procedures.
* Complete tasks on time
* Be punctual for meetings/work.

**What do you need to do?**

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

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

* Monitoring systems
* Monitoring data integrity

**Reporting Relationships**

* Database Administration Manager
* Director of IT Operations

**Working Environment**

* Desk based office environment.
* Occasional travel to other group sites or for meetings will be required.

**What do you need to know?**