

# Baker McKenzie.

## POSITION DESCRIPTION

### Database Administrator

<b>Position Title</b>	Database Administrator
<b>Department</b>	Technology
<b>Position Type</b>	Full Time - Permanent

#### Role Summary

We are looking for a Database Administrator to join our highly-regarded team at Baker McKenzie Global Services, Belfast.

The successful applicant will be a part of the Global DBA technical team that provides MS SQL Server functional and technical support services to Baker & McKenzie offices. The regional Database Administrator will provide data management, best practices and support for the SQL Server and SQL Server based applications. Working within the DBA Team structure and taking responsibility for the design, development and on-going support of the database replication scheme for the firm's databases (including but not limited to IntApp Time / Elite / SAP which is used by the firm offices for Time, Billing and Financial Systems support), Third-Party Database Applications, and In-House database support; helping to analyze and resolve issues and deliver new technology capabilities related to the SQL Server Enterprise.

We are looking for someone to join the team who has a very strong work ethic and a genuine interest in working for a law firm.

#### The Firm

Baker McKenzie is a truly global law firm. We have more offices in more locations than any other law firm and most of our work has an international dimension. With 13,000 people in 47 countries, few other firms can claim to be so multi-national.

And, because we have no global head office, at the local level we can offer you the best of both worlds: the work, pride and experience of being part of one of the world's leading law firms but in a local office environment that is friendly and supportive. No matter what the role or level, our strategy is to encourage and support every Baker McKenzie person to fulfil their potential.

Our Belfast office is a centre of excellence and focuses on providing high quality legal services to the Firm's clients around the world, and business and administrative services to our many offices and practice groups

## Responsibilities

- Assist team members and end users by analyzing and resolving technical issues pertaining to the firm's SQL environment.
- Perform database maintenance and support tasks
- Follow, develop and document procedures to install/setup/troubleshoot various SQL environments.
- Help to develop and enforce database standards, controls and procedures. To monitor and audit compliance data to ensure consistency with the firm's data architecture standards.
- Document issues and resolution within the firm's incident tracking systems.
- Develop data integration solutions as required throughout the firm.
- Develop database maintenance procedures and co-ordinate with other DBAs in the GIST and other regional support structures for the timely and effective maintenance of the firm's database environments using the "follow the sun" support model to offer 24 hour IT assistance to the global firm;
- Develop technical specifications, policies and procedures for database management;
- Manage and assure the quality and timeliness of financial and client information in the firm's databases;
- Advise management on database related hardware and software decisions;
- Co-ordinate with programmers on database aspects of application design and development.
- Work with the Global DBA Team and other global IT staff to evaluate, recommend and install new or upgrade database software and hardware
- Participate on schedule systems upgrade and projects.
- Install and configure test environments
- Develop standards, policies and strategies related to SQL base systems.

## Job Holder Requirements

### Essential Criteria:

- Experience in database administration using MS SQL2000/2005/2008/2012/2014, MS SSIS, SSAS, +SQL Reporting Services, data analysis and design, file structures, retrieval and access methods, capacity planning, data modeling, strategic planning, project implementation, SQL Always-On, and data replication.
- Experience with Hummingbird DM Document Management software.
- Good knowledge of Windows 2003-2012, Windows Clustering and Active Directory
- Good working knowledge of SQL data integration technologies
- B.Sc/B.A in Computer Science is preferred, but not mandatory.
- Must have 2+ years experience with Microsoft SQL version 2005 through 2014

### Technical & Personal Skills:

- Strong desire to learn and grow in a position that offers future growth.
- Must possess analytical problem solving skills.
- Must be patient, though determined, for solving a particular problem.
- Must be able to ascertain when to seek direction and escalate issues
- Experience with various Legal Time & Client Entry systems (i.e. IntApp Time and/or Open) and Legal Financial Systems (i.e. Elite Enterprise 3.x and/or SAP).
- Experience with a variety of 3<sup>rd</sup>-Party integration technologies, especially SAP PI and IntApp Integration
- Experience working in a global law firm preferred.

*Baker McKenzie Global Services Belfast is committed to promoting diversity and inclusion for all. This is intrinsic to everything we do and underpins Baker McKenzie's vision to be the premier global law firm. This vision cannot be achieved without harnessing the imagination and the creative problem-solving capability of talented people whatever their background. Our unique international culture is reflected in the drawing together of a worldwide family of individuals from diverse cultures and backgrounds in all of our offices.*

*The Belfast office mirrors the wider firm in encouraging the best people, regardless of race, religion or belief if any, gender, gender identity, disability, sexual orientation or age, to fulfil their professional aspirations with us so as to create an exciting and diverse legal environment.*