

ROLE PROFILE



HERTFORDSHIRE
CONSTABULARY

Role Title:	Database Administrator
Department/Unit:	ICT
Rank/Grade:	(B)PO1; (C)SO2; (H)A5
Reporting to:	ICT Database Team Leader
Main purpose of the role:	<p>To manage and maintain the BCH database estate, ensuring service availability and minimising the impact of system change and service disruption. These tasks may include but will not be limited to; installing database software and database creation, performing upgrades of the database and software to new release levels, managing the database's storage structures, managing users and security configurations, managing schema objects, such as tables, indexes, and views.</p> <p>To contribute to achieving the vision, purpose and values of Bedfordshire Police, Cambridgeshire Constabulary and Hertfordshire Constabulary.</p>

Key Responsibilities

- Perform daily monitoring and management of the BCH database estate delivering high levels of service availability and storage capacity, making database backups and performing recovery when necessary. Proactively resolve any faults or failures identified through the ICT service desk and via automated or manual monitoring, ensuring that the identified issues are resolved and ensuring any procedures or corrective actions are documented. Ensure relevant configuration and support documentation for database functions are up to date and review at regular intervals.
- Provide subject matter expertise (SME) in the area of database, SQL and PS/SQL design and management to support the analysis, configuration, build upgrade and delivery of a wide range of products.
- In line with the ICT department's change and enterprise architecture processes, provide subject matter expertise to undertake technical analytical work underpinned by an understanding of the relevant technologies on a range of developments. Where required, produce formal documentation and provide expert technical advice during evaluation of tenders from suppliers.
- Provide third line technical support and advice to both users and ICT department staff. Undertake assessment, investigation, analysis and resolution of complex problems with ICT products involving all aspects of database delivery. Negotiate with internal and external suppliers where necessary to resolve issues and successfully implement solutions.
- Maintain an in-depth level of up to date IT industry and technical awareness specifically in the database area. Through assessment and analysis undertake investigations into new technologies and evaluate their appropriateness. Provide relevant information and reports to the ICT Strategic Working Group as required.

Psychological Assessment	Not applicable
Return on Investment	Not applicable

Financial e.g. Limits/Mandates	Non-Financial e.g. Staff Responsibility
• None	• None

Entry Requirements

- Educated to BTEC HND standard in a relevant subject or equivalent industry experience.
- Three years' practical database administrator experience.
- Two years' experience working with Microsoft, Linux and/or Solaris servers.
- Practical experience of database backup, recovery and disaster recovery techniques and ability to use relevant Microsoft and Oracle tools for these functions.
- Good knowledge of SQL, PL/SQL and query writing.
- Must be highly-motivated, innovative and flexible with excellent time management skills. Must be capable of good communications at all levels often dealing with complex ICT issues with non-ICT staff. Must be conversant and at ease with all forms of communications.

ROLE PROFILE



- Ability to work in a team.
- Ability to work effectively with minimal supervision even when under pressure.

Any other General Requirements/Scope

- The post holder will be required to travel to different locations across Bedfordshire, Cambridgeshire, Hertfordshire and nationally for meetings/training events.
- The post holder will be required to work from different locations across Bedfordshire, Cambridgeshire and Hertfordshire.
- If using a private vehicle then business insurance needs to be organised by the individual.
- The post holder will be required to be part of a formal on-call rota.
- Additional hours may occasionally be required due to work on operationally critical systems.
- The post holder will be expected to undertake training as and when required.
- The post holder will be expected to comply with health and safety requirements.
- Following appropriate training, to take on the role of evacuation marshal if no volunteers come forward in the post holder's work location.
- Vetting will be required, as advised by the vetting unit.

Obligatory Requirements

- Before commencement of this appointment, this role is subject to medical assessment. For some roles health screening or surveillance may be required on a regular basis, as identified by line manager risk assessments.
- There is a requirement for the role holder to meet the probationary objectives set.

ROLE PROFILE



Personal Qualities (Behavioural Competencies)

We are emotionally aware

I consider the perspectives of people from a wide range of backgrounds before taking action. I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome. I promote a culture that values diversity and encourages challenge. I encourage reflective practice among others and take the time to support others to understand reactions and behaviours. I take responsibility for helping to ensure the emotional wellbeing of those in my teams. I take the responsibility to deal with any inappropriate behaviours.

We take ownership

I proactively create a culture of ownership within my areas of work and support others to display personal responsibility. I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas. I am accountable for the decisions my team make and the activities within our teams. I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly. I actively encourage and support learning within my teams and colleagues.

We are collaborative

I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions. I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve. I understand the local partnership context, helping me to use a range of tailored steps to build support. I work with our partners to decide who is best placed to take the lead on initiatives. I try to anticipate our partners' needs and take action to address these. I do not make assumptions. I check that our partners are getting what they need from the police service. I build commitment from others (including the public) to work together to deliver agreed outcomes.

We deliver, support and inspire

I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context. I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform. I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support. I ensure the efficient use of resources to create the most value and to deliver the right impact within my areas. I keep track of changes in the external environment, anticipating both the short- and long-term implications for the police service. I motivate and inspire others to achieve their best.

We analyse critically

I ensure that the best available evidence from a wide range of sources is taken into account when making decisions. I think about different perspectives and motivations when reviewing information and how this may influence key points. I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary. I understand when to balance decisive action with due consideration. I recognise patterns, themes and connections between several and diverse sources of information and best available evidence. I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing. I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.

We are innovative and open-minded

I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing. I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population. I am flexible in my approach, changing my plans to make sure that I have the best impact. I encourage others to be creative and take appropriate risks. I share my explorations and understanding of the wider internal and external environment.