

Job Description

Title: Database Administrator (DBA)

Hours: 9.30 am to 5.30 pm

Working week: Monday to Friday

The post-holder may be required to work occasional overtime if workload or the implementation of new systems and initiatives demand it.

Responsible to: Infrastructure Manager

Department: IT Department

Purpose of job: Supporting the Firm's SQL database and reporting estate which would include designing, configuration, upgrade, management, and to perform any other development or configuration tasks which may be assigned to the holder by the Infrastructure Manager or Data Architect in relation to any of the Firm's systems and applications from time to time.

Specific duties: To include:

- Develop, manage and test database back-ups and recovery plans
- Carry out capacity planning activities to ensure there is control on of the growth the SQL estate
- Configure and maintain database servers and processes, including monitoring of system health and performance, to ensure high levels of performance, availability, and security
- Ensure SQL estate is highly available using best practice techniques (always on, clustering etc.)
- Apply data modelling techniques to ensure development and implementation support efforts meet integration and performance expectations
- Refine and automate regular processes, track issues, and document changes
- Working the Firm's finance team in resolving practice management system (PMS) queries, and liaising with the software supplier in resolving any escalated support queries;
- Working with the finance team on any SQL or PMS upgrade projects, including application of hotfixes or major version upgrades;
- Report writing (whether in Excel, SQL, SSRS, or any other format) as may be required in respect of any data held by the firm.
- Building and refreshing SQL and PMS (Aderant)

- environments for Development, Testing and Production.
- Querying and manipulating databases (e.g. creating/ amending Tables, Views, and Stored Procedures using industry best practice for security and efficiency).
 - Assisting with the development of front-end engines to access data from multiple enterprise database systems.
 - Gaining good understanding of the use of current applications in order to support them and tailor them for efficiency drives.
 - Writing technical procedures and documentation (including functional and technical specifications) for the systems including operations.
 - Testing products thoroughly including UAT before releasing to the production environment.
 - Assisting with planning and coordinating implementation activities.
 - Maintaining and supporting the solutions once they have been released.
 - Research and learn new techniques and technologies as defined by the business' requirements.

Every effort has been made to ensure that this is a full description of the tasks and responsibilities of this role. However, it is not an exhaustive list. The job description may be changed or developed at any time to reflect changes as required. However, changes will not be made without full consultation with the post-holder.

Kingsley Napley are committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will be considered for employment regardless of race, age, disability, gender identity and expression, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity and religion.

Person Specification
Job Title: Database Administrator (DBA)

	<p>Essential:</p> <ul style="list-style-type: none"> • Educated to A level or equivalent standard, including English Language and Mathematics at grade C minimum • A qualification or other relevant tertiary training (preferably to degree level) would be desirable • Relevant Microsoft technical certifications/ ITIL v3 Foundation are desirable MCPs (MS SQL Server, MS Visual Studio) is desirable
<p>Education/ Qualification:</p>	<ul style="list-style-type: none"> • Educated to A level or equivalent standard, including English Language and Mathematics at grade C minimum • A qualification or other relevant tertiary training (preferably to degree level) would be desirable • Relevant Microsoft technical certifications/ ITIL v3 Foundation are desirable MCPs (MS SQL Server, MS Visual Studio) is desirable
<p>Knowledge and Technical Skills:</p>	<ul style="list-style-type: none"> • Minimum 2 years' experience in a similar role, preferably in the legal sector • Experience creating and amending reports using SSRS • Experience working with Power BI • Experience with building/amending system integrations • Exposure to creating workflows • Exposure working with O365 and Azure • Experience of undertaking database administration responsibilities • Experience of supporting and developing a Practice Management System (Aderant) would be desirable • Knowledge and experience of the Aderant database schema or a similar PMS would be desirable • Experience in Azure Cloud and SQL Server on Managed DBs/Azure SQL <p>Technical Skills:</p> <ul style="list-style-type: none"> • Excellent SQL skills and a working knowledge of other databases • A full working knowledge of SQL Server (2012/ 2019) and its various tools - SSIS, SSRS will be essential • DBA skills • Good MS Office skills and advanced skills in relation to Excel • Power BI <p>Desirable Skills:</p> <ul style="list-style-type: none"> • PowerShell • A good understanding of XML technologies • OLAP SQL and data warehouse experience • ETL skills for data transformation, optimisation and cleansing • Pivot tables/charts skills • Programming skills would be desirable
<p>Client Care:</p>	<ul style="list-style-type: none"> • Ability to establish effective working relationships within the department and firm overall. Excellent communication skills • Strong organisational skills, methodical and ability to prioritise • Ability to work independently to progress matters to completion • Taking ownership of tasks, ensuring all relevant parties are kept up to date
<p>Firm Wide Skills:</p>	<ul style="list-style-type: none"> • Has an awareness of the importance of client confidentiality, information security and data protection
<p>Attributes:</p>	<ul style="list-style-type: none"> • The ability to grasp and apply complex new technologies very quickly • Good technical understanding • Strong work ethic • Confident, proactive and flexible approach • A talent for imaginative yet logical problem-solving

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| | <ul style="list-style-type: none">• Quality workmanship with an eye for detail• Understanding of purpose and function of core business applications e.g. CRM, DMS, PMS, ERP, etc,• Ability to demonstrate behaviour in keeping with the firm's core values of Teamwork, Respect, Integrity, Fairness, Commitment and Understanding |
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All applicants who are offered permanent or long term employment, or partnership, will be subject to a criminal record check by the Disclosure and Barring Service (DBS) before the appointment is confirmed. Because Kingsley Napley LLP meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, a 'basic disclosure' will be sought. This will reveal 'unspent' convictions. A criminal record is not necessarily a bar to employment or partnership; each matter will be considered on its own circumstances and merits.