

CAREERS AT CERTSURE

Job Title:	Database Administrator
Location:	Warwick House, Dunstable
Salary:	£39,779.13 to £58,362.96
Hours:	Full Time
Contract:	Permanent
Vacancy Number:	018/20
Closing Date:	9 th October 2020

About the role...

We have an exciting opportunity for a Database Administrator to join our Head Office in Bedfordshire. The main purpose of the role is to provide database administration and support for Certsure's database applications.

About the company...

Certsure is a market-leading certification body. Operating the NICEIC and ELECSA brands, we've been in business for over 60 years. Our mission is to make a positive difference to our customers and our people, and to provide a service that's second to none. Our values are important to us, and are all about doing the right thing, making a difference, investing for the future and achieving results.

We're extremely proud to be a **Best Company to Work For**. This demonstrates how important our people are to us and recognises everything we do to make sure our people have a working experience that's the best it can be.



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What you'll be doing...

Your duties will include database capacity planning, installation, configuration, database design, data migration, database performance, security, troubleshooting, data management, reporting, backup, and disaster recovery.

Duties and responsibilities:

- Take on full responsibility for managing the organisation's database landscape and be the "go-to person" for database BAU issues and database related projects.
- Administrate databases throughout the organisation.
- Develop/maintain a sound understanding of our database applications, Company websites, online services such as electrical certification, ecommerce etc.
- Work with Infrastructure team and 3rd parties on managing Disaster Recovery, backup and restore strategies and procedures.
- Ability to design, create or modify stored procedure, views, and functions.
- Manage effective data migrations to core database applications.
- Ability to create or modify SSIS packages for data integration and transformation.
- Provide DBA support to various business and reporting teams for data management, reporting, data quality and data cleansing.
- Understand business processes and how these affect data operations.
- Provide guidance on how to improve business processes to optimize data management.
- Manage and coordinate 3rd parties and work with project managers and internal teams to provide effective support for the development for core applications.
- Be involved with the creation of support contracts for our database applications as required.
- Undertake any other duties as appropriate within their competence as required from time to time.



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What we're looking for...

We are looking for someone with the following attributes:

- Excellent interpersonal and communication skills (both written and verbal).
- Ability to work collaboratively across all areas of the business and across a diverse audience.
- Ability to document processes relevant to the role, share knowledge and cross train.
- Strong hands-on/technical knowledge of SQL Server.
- Experience and understanding of SQL Server versions from SQL Server 2008 to SQL Server 2019.
- Experience with automating data extracts and generation of XML files via TSQL code.
- Understanding of database design and structure i.e. table relationships, normalisation etc.
- Understanding and working knowledge on Azure Databases, Azure managed instance and Azure Infrastructure as a Service.
- Strong hands-on/technical knowledge of the migration of database applications to cloud (AZURE preferred).
- Experience of Microsoft Windows environments.
- Ability to inspire and engage people, maximising their enthusiasm, commitment and ability to deliver business performance.
- Ability and commitment to follow Certsure's Behaviours for Success.
- Ability to coach and mentor colleagues, sharing knowledge across the team.

Takes ownership and personal responsibility for own learning and development.



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What we offer you...

- 25 days annual leave (pro rata for part time)
- Up to 3 flexi-days each year (pro rata for part time)
- Special domestic leave of up to 5 days each year (pro rata for part time)
- Learning and development opportunities
- Pension scheme
- Life Assurance
- Private healthcare
- Access to 'Connected' which is our Reward Gateway Hub
- Subsidised café and gym facilities at our Head Office
- Loyalty days
- Loyalty awards
- Employee of the month scheme
- Refer-a-friend scheme
- Free eye tests
- Bike loan scheme

Find out more about us...

Websites: www.certsure.com or www.niceic.com or www.elecsa.co.uk

Twitter: @CertsureLLP, @officialNICEIC, @officialELECSA

LinkedIn: <https://www.linkedin.com/company/niceic>

Facebook: <https://www.facebook.com/NICEIC/>

Instagram: <https://www.instagram.com/officialniceic>



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How to apply...

If you think this is the job for you, then we'd be delighted to hear from you!

Please send your CV and a covering letter to vacancies@certsure.com.

We're unable to respond to all applicants due to the high volumes of CVs we receive. Therefore, if you don't hear from us, unfortunately this means you've been unsuccessful on this occasion.

