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| **ROLE PROFILE: Database Lead (Offshore)** | |  |
| Position Title: | Database Lead (Offshore) |
| Position ID: | NEW0000434 |

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| **Team** | IT Global Operations | **Grade** | P5 |
| **Reports To (Title)** | Head of Global Enterprise Technology | **Contract Length** | Permanent |
| **Location** | Asia, ESA, or WCA; Any existing SCI office location in these regions | **Time-zone** | Europe, WCA, ESA, MENAEE Time Zones (UTC/GMT + / - 3 hours) |
| **Languages** | English | **Headcount** | 1 |

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| **Team and Job Purpose** |
| **Team purpose**  Ensuring the robust, safe and reliable operation of the infrastructure that enables SCI's core operating platforms.  **Role purpose**  The SQL Server DBA is responsible for the supporting all activities related to database performance, backups and data security of all SCA data held within SCI hosted SQL Server instances |

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| **Principal Accountabilities** |
| * Conduct regular data backups of SQL Server instances and validate them to ensure disaster recovery and business continuity planning procedures can be enacted if required, ensuring safety and resource conservation. * Perform proactive and reactive performance reviews of all SQL Server instances, recording baselines and statistics to share with system owners, and using monitoring tools such as Paessler PRTG to maintain optimal database performance. * Implement routine health checks for all SQL Server instances to ensure the effective and efficient use of resources, which supports cost reduction and safety in the workplace. * Optimise SQL Server configuration settings and perform regular maintenance tasks to keep indexes and statistics up to date, ensuring the stability and performance of the databases. * Troubleshoot SQL Server and Windows Server issues, and respond to critical system issues during and after business hours, maintaining consistent documentation in line with global team standards. * Provide ad-hoc reporting and engage with critical stakeholders to establish necessary monitoring points, ensuring databases run optimally and meet organisational needs. * Oversee the installation and configuration of new SQL Server instances as required and serve as the point of contact for emergency events outside regular hours, ensuring continuity and support for the organisation's operations. |

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| **Budget** |
| None |

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| **People Management Responsibility** (direct/indirect reports) |
| Number of people managed in total: None  Manager of a team: No  Team Manager (manager of multiple teams): No |

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| **Size of Remit** |
| Global |

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| **Travel Requirements** |
| International travel required: Yes  Percentage of required for travel: 5% |

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| **Key Relationships** |
| **Internal** (excluding direct team and manager)  • Global Enterprise Technology Team  • Global Application Services Team  • SCI Product Development Managers  **External**  • Members  • Core Technology Vendors |

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| **Competencies** |
| * Cluster: Thinking Competency: Planning and organising Level: Accomplished Behavioural Indicator: Plans, prioritises and organizes work to meet commitments aligned with organizational goals. * Cluster: Thinking Competency: Applying technical and professional expertise Level: Leading Edge Behavioural Indicator: Sets and drives standards for the organisation to deliver better quality outcomes for children. * Cluster: Thinking Competency: Problem solving and decision making Level: Accomplished Behavioural Indicator: Analyses complex issues and makes informed decisions to solve problems effectively. * Cluster: Engaging Competency: Collaborating and partnering Level: Accomplished Behavioural Indicator: Builds partnerships and works collaboratively with others to meet shared objectives. * Cluster: Engaging Competency: Effective communication Level: Accomplished Behavioural Indicator: Conveys information clearly and effectively through various communication channels, ensuring understanding among stakeholders. |

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| **Experience and Skills** |
| 1. Proficiency in administering SQL Server instances, including installation, configuration, and maintenance. 2. Strong knowledge and experience of SQL Server backup and recovery processes, ensuring data safety and integrity. 3. Proficient experience in conducting performance reviews, establishing baselines, and using statistics to maintain database health. 4. Proficient experience with database monitoring tools such as Paessler PRTG, ensuring proactive monitoring and optimal performance. 5. Solid understanding of indexing, query optimisation, and statistics update practices. 6. Competence in automating routine tasks through scripts and tools. 7. Experience in performing routine health checks and maintenance tasks to optimise resource utilisation and database performance. 8. Experience serving as a point of contact for emergency events outside regular hours to ensure organisational continuity and support. |

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| **Education and Qualifications** |
| **Essential**   * Bachelor's Degree in Computer Science, Information Technology, or a related field: Equivalent experience may be considered in lieu of formal educational qualifications.   **Desirable**  •Microsoft SQL Server DBA certification(s) |

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| **Safeguarding** |
| We need to keep children and adults safe so our selection process includes rigorous background checks and reflects our commitment to the protection of children and adults from abuse.  Level 2: either the post holder will have access to personal data about children and/or young people as part of their work; or the post holder will be working in a ‘regulated’ position (accountant, barrister, solicitor, legal executive); therefore a police check will be required (at ‘standard’ level in the UK or equivalent in other countries). |

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| **Diversity, Equity and Inclusion and Equal Opportunities** |
| Diversity, Equity and Inclusion is core to our vision, values and global strategy. Save the Children is committed to creating a truly diverse, equitable and inclusive organisation, and one which will support us in our vision to ensure every child attains the right to survival, protection, development, and participation.    We are committed to equal employment opportunities, regardless of gender, sexual orientation, race, colour, ethnic origin, nationality, disability, marital or civil partnership status, gender reassignment, pregnancy and maternity, caring or parental responsibilities, age, or beliefs and religion. We are committed to diversifying our staff to better represent the communities we serve and actively welcome underrepresented groups to apply.    Reasonable adjustments will be made should any candidate invited to interview require this. |

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| **Version Control and Approval** | | | | |
| Version | Date | Author | Reviewer | Approver |
| 1 |  |  |  | Julian McGovern |