Job Description
Database Administrator Assistant

Support the maintenance of Thackray Williams suite of development, test and live databases and applications.

The role has exposure to all aspects of database and application administration – e.g. installation, upgrading, backups and recovery, performance and investigating issues.

The successful candidate will have an interest in application development, a good working knowledge of Microsoft Windows and Office environments and systems administration.   But more than anything, you'll be committed to developing a career in IT, bring an enthusiasm to learn and be keen to make the most of this opportunity.

Person Specification:

- Organised and pro-active, with lots of initiative and an ability to work at pace, you'll juggle a varied workload, effectively balancing priorities and deadlines.
- Natural problem solver with an analytical mind and thrive on the challenges that come your way.
- Excellent communication skills and confidence in dealing with a range of people.
- Good telephone manner.
- Used to managing third party vendor relationships.

Summary of Duties:
- Code and test programming for software
- Develop and deploy computer applications
- Execute code builds to development, test and production environments
- Fix bugs in existing code
- Collaborate with department to spec business requirements
- Maintain documentation per company standards
- Provide testing, documentation, training, and support for third-party software products.

- Resolve user-submitted problems and questions logged on the I.T. helpdesk.

Technical Experience
- Understanding of object-oriented software engineering
- Track record of successful database and application administration
- Ability to write clean, well-documented code
- Excellent complex problem solving and critical thinking skills
- Working knowledge of SQL and Microsoft SQL Server
- Solid troubleshooting and communication skills
- Experience using Microsoft Office tools (Excel, Visio)
- Experience with coding languages (SQL, VBA, IronPython, XAML)
- Familiarity with HTML
- Team working

Qualifications
- Relevant IT qualification is desirable (preferably degree level)
- Two or more years of experience in application development
- Experience of developing case management systems (Partner for Windows desirable)
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Core Competencies

The firm has a comprehensive set of core competencies that represent the behaviours we require from all staff within the firm. Incorporated within this framework are our core values of;

- Honesty and integrity
- Open to change
- Pursuit of excellence
- Supportive of others

The core values are central to the ethics of our firm and must be displayed to the highest level at all times. The individual core competencies aligned to this role are;

- Communication
- Attention to detail
- Technical expertise
- Building Rapport
- Professionalism and Confidentiality
- Understanding the bigger picture
- Organising and Prioritising

This description is not intended to establish a total definition of the job, but an outline of the duties.