# Job Specification

**Lloyd & Whyte**

## Data Base Administrator

**Reporting to:**     **Chief Operating Officer**

## Key Purpose

**Work alongside the wider Data Analysis team to develop, analyse and report on Company data, enabling the business to maximise the use of this data to support operational plans and decision making in support of the business's vision.**

## Responsibilities

- Achieve individual objectives and key performance indicators as set and agreed
- Maintain and create SSIS packages and SSRS reports
- Monitor and manage the SQL Server estate
- Maintain and create the SQL schema (stored procedures, functions etc.)
- Help to build, develop and maintain data warehouses
- Support Group wide business requirements by creating suitable database solutions
- Maintain own technical competence with in-depth knowledge sufficient to fulfil the role

## Skills & Behaviours

- Demonstrate our values of Fun, Supportive, Professional, Working in Partnership and Ambitious
- Previous experience within a similar role
- Experience in using PowerBI, SQL Server Management Studio, and Excel
- Excellent SQL, SSIS, SRRS experience
- Strong T-SQL skills
- Inquisitive and prepared to challenge and investigate anomalies in data
- Organised, resourceful, deadline driven and supportive of the wider team
- Quality orientated with great attention to detail
- Flexible, pragmatic, and approachable
- Highly focused on project delivery within agreed timescales

## Qualifications & Experience

- Level 3 qualified in a relevant field
- Experience in / knowledge of the insurance industry