

## Oracle Database Administrator

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**Department:** IT Availability Services  
**Reports to:** Head of Database Services  
**Location:** Wetherby  
**Hours:** 37.5 hours per week

### Summary

Are you looking for a challenge of managing leading edge web-based software systems? Do you embrace the challenge of mastering today's cutting-edge technologies?

A DBA must be familiar with standard concepts, practices, and procedures within a particular field. Must rely on extensive experience and judgment to plan and accomplish goals. Must be able to perform a variety of tasks with little to no supervision. A certain degree of creativity and latitude is required.

Reports to the Head of Database Services.

Successful applicants will have the opportunity to work in a fast moving and growing organization, with highly talented colleagues and an impressive list of clients.

We will provide the challenge, the opportunity to build a broad range of skills, develop leading edge knowledge and work with a diverse range of people.

### Primary responsibilities and accountabilities

To be considered, you must have proven experience and working knowledge of the following skills: Oracle database server & PL/SQL. MS SQL Server & T-SQL experience an advantage. Visual Studio experience preferred.

You must be able to administer, maintain, develop and implement policies and procedures for ensuring the security and integrity of the company databases.

Be able to implement data models and database designs, data access and table maintenance codes; resolve database performance issues, database capacity issues, replication, query optimization and other distributed data issues.

Also, coordinates work teams and provides technical support to project team members. Able to provide consultation on complex projects and considered to be the top-level contributor/specialist.

Must have excellent interpersonal skills, and the ability to effectively communicate in English orally (especially by telephone) and in writing. This includes the ability to deal effectively and harmoniously with various personnel both internally and externally.

Experience is very important, as well as, intelligence, creativity, and drive, which will help with your keys to success at Proactis

## Person Specification

You should have a high level of technical capability including database interrogation, complex SQL scripting, maintenance and proactive identification/resolution.

You should have an understanding of financial and procurement processes and procedures used within Small, Medium and Large Enterprises

You should be able to demonstrate initiative and have excellent lateral-thinking and problem-solving skills

You should be a team player who integrates easily and communicates positively

You should be able to identify where support is required and proactively provide it

You should be committed to providing outstanding customer service (internally & externally)

You will need to be energetic and self-motivated - thriving in a hands-on environment and require minimum management supervision

You need to be flexible and adaptable - excited by new ideas and/or technology and, willing to pick up and work with new initiatives no matter how unfamiliar

We seek people who are ambitious, seek to improve their performance, are interested in training and generally in personal development

You should be highly organized - managing workload and delivering effectively and efficiently

## Desirable Qualifications, Skills and Experience

Proven experience in all versions of Oracle Database Server.

Experience of Microsoft SQL Server an advantage.

Background in providing DBA services for external customer utilisation in a SaaS environment.

Demonstrable experience in proactive customer support, maintenance, investigation and remediation.

Used to working in a strict process driven manner and able to identify security issue and process failures and able to remediate.

MS Windows & Linux Operating Systems knowledge an advantage  
Commercial approach, appreciates the importance of customer retention and ROI

Will have worked in a customer focused B2B (Business to Business) environment with good understanding of customer requirements/market

Must demonstrate a hands-on approach and consistent delivery

Note: This job description is a guide to the principal, current duties of the job. It does not form part of the contract of employment.

## Application

To apply for this position, please forward a CV and covering letter to [HR@proactis.com](mailto:HR@proactis.com).