



Database Administrator
Job Ref. No: RCPI-01-12

Position Specification

Position Title:	Database Administrator
Position Status:	1 year fixed term contract
Department:	ICT
Hours:	35 hours per week
Reporting to:	ICT and Business Systems Manager
Location:	Frederick House, 19 South Frederick Street
Job Ref No:	RCPI-01-12
Closing Date:	February 2012

The Royal College of Physicians of Ireland

The mission of The Royal College of Physicians of Ireland (RCPI) is to develop and maintain high professional standards in specialist medical practice in order to achieve optimum patient care and to promote health nationally and internationally. Through its Faculties and Committees, RCPI has responsibility for the postgraduate education and training of doctors in Ireland in twenty-five medical specialties.

RCPI is fully committed to playing a full and proactive part in the transformation of the health service, as evidenced by its involvement in many strategic initiatives with the Medical Council, the Health Service Executive, the Department of Health and Children, and other Irish postgraduate medical training bodies. RCPI also aims to build positive relationships between the medical profession and the public through public education and engagement.

Function Overview

This position is based within the Finance, Facilities, & ICT function of RCPI. This function is responsible for financial management, ensuring that the facilities are appropriate to the current and developing requirements of RCPI, ensuring the availability of a stable fully functioning ICT infrastructure and management of the conference & events centre.

This function comprises of several departments, including the ICT Department. This department is responsible for the provision of a stable fully functioning IT and communications system, infrastructure and operating systems with the capability to support the increasing scope and scale of RCPI operations through the incremental implementation of integrated, comprehensive and flexible ICT applications.

Position Summary

Reporting into the ICT and Business Systems Manager, this role will work closely with the ICT team, the internal business helpdesk, 3rd party suppliers/vendors and end users of our database applications.

This successful candidate will be responsible for the administration and operation of RCPI SQL databases on a day-to-day basis. These business critical systems are a combination of bespoke systems developed by RCPI and 3rd party systems and are based on MS Sql server, MySql and Access. In addition, the College is in the early stages of a project to consolidate some of these key systems into a single system which will be based on an Oracle 11G database. The role will be responsible for providing 1st level support to the user community and the other members of the ICT team to troubleshoot and resolve database issues relating to these business systems.

The individual will have demonstrated skills in MS SQL and Oracle DBs and will play a key role in data preparation and migration to support key business initiatives namely the implementation of the new central management system.

Responsibilities include

- The administration and operation of the Colleges existing SQL databases, running on MS SQL 2000, 2005 and MySql providing
 - Day-to-Day maintenance and administration
 - Performance tuning
 - Optimisation
 - Trouble shooting
- Be a key member of the new system implementation team
 - Supporting the data extraction and transformation activities from existing databases
 - Providing data extraction and reporting services from the new system
 - Supporting integration projects between existing systems and the new system
- Provide expertise in SQL and Oracle reporting services to
 - Work closely with the end users to design and deliver reporting requirements across multiple systems to the business on an ad-hoc basis and as part of larger projects and initiatives
 - Work closely with the internal business helpdesk to implement a new data management reporting suite and process
- Work within ICT and cross functional project teams as required
- Provide 1st and 2nd level support to end users
- Work closely with the ICT support team to trouble shoot and resolve issues relating to the business systems to ensure a comprehensive support service is provided to end users
- Work on own initiative to deliver on role and to identify opportunities and solutions to streamline current processes and structures
- Liaise with 3rd party vendors on implementation and/or support of applications with SQL and Oracle Database back end

Job Requirements

Mandatory

- Relevant third level qualification with proven capability and 3+ years experience in a comparable role
- Strong communication and interpersonal skills combined with sound judgment are required to facilitate work with a wide range of individuals and groups both technical and business clients
- Self-starter with high motivation and the ability to work flexibly on own initiative and as part of a team to achieve goals within agreed timeframes;
- Proven organisational capability and high levels of personal effectiveness. The person is expected to handle a varied and diverse workload to meet deadlines while ensuring accuracy, timeliness and attention to detail;
- Strong intellectual, analytical and thinking skills;
- Working knowledge of Oracle 11G
- 2-3 years experience or Oracle Report writer
- Working experience of Oracle Discoverer reporting tool
- 3+ Years working in a Microsoft development environment
- Working knowledge of .NET development tools and processes
- 3+ Years Experience Microsoft SQL 2000 & 2005
- 3+ Years experience of Microsoft Windows Server 2003 & 2008 and knowledge of SQL Server best practices
- Experience of MS SQL Server database performance diagnostics & SQL performance tuning
- Experience in the design and implementation of Microsoft SQL reports
- Experience in data transformation services / integration services
- Experience in performance tuning
- Experience in application & database troubleshooting
- A strong relational database background
- Working Knowledge of Microsoft Access 2000 ,Windows Server 2003 & 2008 & Active Directory
- Maintaining Disaster Recovery procedures for SQL Infrastructure
- Experience in the creation and maintenance of relevant documentation
- Methodical approach to requirements development and delivery

Desirable

- Access front end development
- SharePoint development and publishing
- Oracle Certification
- Microsoft certification
- Microsoft Forefront experience
- Previous experience on a major data migration project

Particular to this position

Conditions specific to this post (if any):

Some flexibility around working hours will be required in response to the varying demands of the role.

Equal Opportunities Policy

RCPI is an equal opportunities employer and is committed to the employment policies, procedures and practices which do not discriminate on grounds such as gender, marital status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community

Application Procedure

Candidates should submit a detailed cover letter together with a full curriculum vitae to include the names and contact details of 2 referees (email addresses if possible) to jobs@rcpi.ie

If you have any query regarding this position, please contact: Ms. Sinead Corcoran, HR Executive, RCPI, Frederick House, 19 South Frederick Street, Dublin 2. Tel: +353 1 8639700