Job Description – Server Administrator

About the Role

The Business Management team is a recently developed team that acts as a core enabling function, sitting at the heart of the Business Development Unit (BDU). Working in a fast changing environment the Business Management team cover a broad range of activities to support the shaping and delivery of key business objectives.

The BDU Server Administrator will work to the Business Management Technical Lead and lead on the maintenance and development of our server environments to facilitate analysis and growth of BDU business lines. This opportunity would suit a candidate with excellent technical capability, but also the ability to communicate effectively with a variety of stakeholders with differing technical abilities and knowledge.

The BDU Server Administrator will also provide support in key IT related business development projects. This will include the planning and management of minor releases, upgrades, conducting testing and compiling effective controls and documentation for automated / scheduled data processing.

Key Responsibilities

Overall responsibility for the configuration and sustainability of the Unit’s Microsoft Windows Server and SQL 2012 instance, providing the Unit with an integrated operational platform that supports the analysis, development and growth of each of the BDU’s business lines.

Reporting on the health of IT services, contribute to root cause analysis activities and recommend improvements to management regarding the process and technical environment. Proactively communicate the status, plan of action(s), and resolution(s) of issues.

Leveraging your knowledge of industry best practices, you will work on the configuration of our SQL servers and data repositories as well as required support and training/documentation, performing capacity planning duties, backup and restore for the Unit’s database environments.

Supporting the Technical Lead in implementing system changes including governance and procedural design, in readiness for a University-wide systems replacements program and to support the long-term service transition of BDU applications.

Facilitate the Unit’s compliance with the legal requirements of the Data Protection and Freedom of Information Acts.
Skills and Experience

Previous experience in a similar role providing Windows Server Administration, in depth knowledge of MS SQL Server 2012 + broad base across the more general Microsoft technology stack including Active Directory, Networking.

Experience of supporting and maintaining business systems, tools, servers and applications, along with excellent attention to detail, ability to thoroughly test and evaluate changes to systems to ensure they meet business requirements before these are implemented.

Ability to research and propose creative or technical solutions for problems that have not been encountered previously.

Experience of writing complex T-SQL, including stored procedures, plus scripting/automation languages (ideally vbscript)

Knowledge, understanding of or interest in systems integration, ETL, developing a data warehouse, data marts, and RDBMS design.

Direct experience of any of SAS (Enterprise Guide), SSIS, SSAS, Tableau, SalesForce, Pardot, Sharepoint, Maytas would be desirable