

Senior Database Administrator

Job Ref: REQ260006

School/Department summary:

IT Services is located in Holywell Park, a scenic part of our green campus with good transport links and ample parking. Recognised as one of the top institutions nationally for IT resources and facilities in the National Student Survey, Loughborough's IT Services team is proud of its reputation for excellence. We foster a friendly and supportive culture that values work-life balance, offering flexible and hybrid working opportunities. Our staff enjoy collaborating on innovative, University-wide projects that brings together a rich mix of skills, backgrounds, and experiences.

Job Description

Job Family and Grade: Management and Specialist Grade 7

Job Purpose

To provide expert level knowledge for Oracle and SQL Server database technology used within the University, with support from the DBA Team Manager. This role will need to work very closely with stakeholders across the organisation, this includes proactively building effective working relationships with colleagues in professional services including: the Academic Registry, Finance, Timetabling, and HR.

Job Duties

- **Oversees the operation of all Oracle and SQL Server databases**, ensuring stability, performance, maintenance, compliance, and documentation.
- **Leads service improvements and technical projects**, analysing requirements, providing innovative solutions, and coordinating with contractors, consultants and third-party vendors.
- **Provides technical expertise** to support Student and Corporate Services teams with database design, performance, and integration.
- **Assesses security risks** of new technologies with IT Security, ensuring data protection, governance, and secure operations and information security.
- **Investigates and resolves database incidents and problems**, coordinating to achieve swift, permanent solutions and maintain accurate records, and liaising with suppliers where needed.
- **Defines and documents database architectures**, working with stakeholders to develop formal services and service improvement plans.
- **Leads or manages IT projects and service improvements**, from planning, coordinating through to delivery ensuring solutions are aligned with strategic goals.
- **Implements service continuity measures**, including backups, recovery testing, and advice for business continuity planning.
- **Maintains and updates system documentation**, providing guidance to colleagues and Service Desk staff.
- **Keeps technical knowledge current**, engaging with professional development, participating in user groups and conferences.
- **Undertakes other related tasks** as requested, in line with role scope and expertise.

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility outlined in the document.

Organisational Responsibility

Reports to the: DBA Team Manager

Person Specification

Your application will be assessed based on the essential and desirable criteria listed below.

Applicants are strongly encouraged to explicitly demonstrate how they meet each essential (and desirable) criteria at the application stage. The criteria that you need to demonstrate in your application will be listed as Stage 1 in the table below.

Stages of assessment are as follows:

- 1 – Criteria measured within the Application
- 2 – Criteria measured at Test/Assessment Centre/Presentation
- 3 - Criteria measured at Interview

Essential Criteria:

Area	Criteria	Stage
Experience	Experience of managing a large database system based on a recent version of Oracle (e.g., Oracle 19c), ideally running on an Oracle Linux platform.	1,3
	Experience of managing technical projects and service improvement plans including database migrations and upgrades.	1,3
	Experience of implementing business continuity measures; automated database backups, database recovery, and cloning for development/testing purposes.	3
	Experience of writing PL/SQL code/scripts to develop routine database maintenance tasks.	2
	Experience of providing technical expertise to support database design, performance optimisation, and integration across business systems.	1
	Experience of running Oracle web services and Oracle APEX applications.	1
	Experience of using management and performance monitoring tools to monitor the performance and smooth running of Oracle and SQL Server databases.	3
	Experience of Oracle Linux batch scripting for automating a broad range of administration tasks (e.g. database shutdown and startup scripts).	2
Skills and abilities	Ability to effectively implement IT security controls including enabling security features/controls, patching, and auditing.	3
	Demonstrates the ability to investigate, diagnose and resolve database incidents and problems	2

	Demonstrate a thorough understanding of Oracle database architecture, including its core components such as the instance, storage structures, memory structures, background processes	2
	Excellent written skills and ability to present information professionally and in a format suitable to its intended audience and to communicate with both IT and non-IT staff.	1
	Specification and procurement of hardware and/or software and/or services. Working with suppliers or contractors.	3
	Ability to multi-task, manage one's own time well, and work under pressure.	3
Training	A willingness to undertake further training and to learn and adopt new procedures as and when required.	1
Qualifications	Degree combined with relevant professional IT qualifications and experience.	1
Other	To promote and engage with the principals in the University Equity, Diversity & Inclusion Core Plan and associated initiatives.	3

Desirable Criteria:

Area	Criteria	Stage
Experience	Experience in coding/scripting solutions in a DevOps style to manage Oracle and SQL Server based environments on-premise and in the cloud.	1
	Experience of Oracle Fusion Middleware technologies, including Oracle Forms, WebLogic Server, Oracle REST Data Services (ORDS), and Apache HTTP Server	1
	Experience of migrating database workloads from on-premises to cloud hosting providers.	1
	Experience of writing PowerShell scripts to manage SQL Server.	1
	Experience within the HE/FE sector.	1
Skills and abilities	Stakeholder negotiations skills for arranging downtime of critical IT systems.	3
	A good level of awareness of security issues in IT and methods of managing them.	3
Qualifications	Oracle or MS SQL related qualifications or similar	1

Conditions of Service

The appointment will be subject to the [University's Terms and Conditions of Employment](#) relevant to the job grade.

Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.
- Uphold and actively contribute to the [University's commitment to Equity, Diversity, and Inclusion](#), ensuring that all duties are carried out in alignment with this.

Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous, Collaborative, Creative, Authentic** and **Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our [vision and values](#).

Our Accreditations



We strive to create a culture that supports equity and celebrates diversity throughout the campus. The University holds a [Bronze Athena SWAN award](#) which recognises the importance of support for women at all stages of their career.



We are proud to be a [Race Equality Charter Member](#). The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).



We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared a disability, provided that the essential criteria for the role are met. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.



We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.



We are proud supporters of the [City of Sanctuary movement](#) and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.