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| **JOB DETAILS** | |
| **Job Title:** | Database Administrator / Data engineer |
| **Function: Department** |  |
| **Location:** | Milton Keynes |
| **Reporting to: Reporting To** | Data Engineer Team lead |
| **Effective Date: irectReports** | 08/09/2025 **12 month FTC** |
| **Financial Scope/Operating Budget/Revenue (P&L) (If Applicable)** |  |
| **Old DPG Grade/New DPG Band:** |  |

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| JOB PURPOSE & RESPONSIBILITIES |
| **Job Purpose:**  This role is part of the DPD Data engineering team, responsible for the ongoing development and support of the DPD IT data platforms across all sites, including the online eCommerce platform. The role holder will use their technical knowledge to design and implement new solutions as well as support, maintain, and provide continuous improvement to both the on-premise infrastructure and new cloud infrastructure.  We’re looking for someone who is passionate about technology and will focus on improving platform stability and increasing the pace of change. |
| **Key Responsibilities/Job Tasks:**   * Responding to and collaborating with the business * Code reviews * Work with third party DBAs for DBA tasks Backups / Restores / Indexes / Ensure RTO are tested * Ensure calls are resolved in a timely fashion * Addressing and resolving technical issues promptly. * Instilling Best Practices / Code reviews / Providing Technical Guidance * Promoting and implementing best practices within the teams. * Rewrite stored procedures * Implement data migration code * Migrate databases to Azure * Write Cosmos DB stored procedures * Report on progress of projects - Using the ticketing system ADO to report on the progress of projects * Promoting innovative technical solutions for modern data technologies. * Ensure Backups of database system have been made in the cloud environment and the on prem environments |

The following sections consist mainly of a series of questions related to specific skills/job requirements. You should focus on the role rather than the individual when considering the most appropriate answer and should base the response on what you consider to be the normal features of the job which are typical of the job and its usual working conditions over the year.

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| **SKILLS & JOB REQUIREMENTS (Please complete where applicable)** |
| **Strategic Responsibility**   * Responsibility for stability of database systems. Ensure poorly performing database code does not make it to production. * Responsibility for defining server specifications and sizing * Responsibility for data migrations * Responsibility for job failures along with owning the fix and pulling the right people into a call to sort the issue out. * Responsibility for the right level of access to Dominos systems * Responsibility for the data systems RTOs * Responsibility for keep documentation up to date * Ensure database checks are done before web releases. On early morning rotor |
| **Business Knowledge**   * Learn which database systems relate to what business system * Understand how the job relate to business processes * Understand how the schema relates to the business |
| **Problem solving**  As a part of dominos on going innovation need to keep up with the technology and how it can be integrated into dominos systems |
| **Decision making**  Given business requirements decision making will be necessary for server specifications and technology used to solve a business problem. |
| **Communication**   * Professionalism: Maintaining a polite and respectful demeanor in all interactions. * Active Listening: Paying attention to colleagues' concerns and feedback to understand their needs. * Regular Exchange of Factual Information * Clear Communication: Explaining complex technical information in a way that non-technical colleagues can understand . * Documentation: Writing detailed reports and documentation for database configurations, procedures, and troubleshooting. * Influencing or Negotiation Skills * Collaboration: Working with various teams to ensure database solutions meet organizational needs 1. * Problem-Solving: Negotiating solutions to database-related issues and influencing decisions on database design and implementation |
| **Innovation**  Suggesting Improvements  Process Optimization: Regularly identifies and suggests improvements to data processing workflows to enhance efficiency and reduce latency  Tool and Technology Recommendations: Proposes new tools or technologies that can improve data handling and processing capabilities.  Contributing Useful Ideas  Innovative Solutions: Continuously searches for innovative techniques and solutions that add value to the business  Data Quality Enhancements: Recommends and implements improvements to ensure high data quality and consistency  Security and Compliance: Suggests enhancements to data security measures and ensures compliance with regulatory requirements GDPR and SECOPS teams.  Data Pipeline Development: Develops and adapts data pipelines to improve data flow and processing efficiency.  Automation: Implements automation in data processing to reduce manual intervention and increase reliability 1.  Continuous Improvement  Performance Tuning: Continuously monitors and tunes data systems for optimal performance1.  Scalability: Ensures that data infrastructure can scale with the growing needs of the business  Full Responsibility and Accountability  End-to-End Ownership: Takes full responsibility for the design, implementation, and maintenance of data systems  Change Management: Manages changes to data systems and processes, ensuring smooth transitions and minimal disruption |

Please summarise the levels of minimum education, knowledge, skills and experience this position requires (e.g., if you would be recruiting to fill this position, what aspects of background or knowledge would you expect a successful job applicant to have?)

Note: This may differ from the current job holder’s own skills and experience

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| PERSON SPECIFICATION | |
| 1. Professional Qualification(s) | Microsoft Certified: Azure Data Engineer Associate |
| 1. Knowledge | * SQL and Database Management Experience with SQL Server, including backups, restores, recovery models. Skills in performance tuning and optimization using native monitoring and troubleshooting tools. * Proficiency in T-SQL. Performance tuning, Knowledge of indexes, index management, and execution plans. Performance Tuning and Optimization * ETL Processes Experience with SSIS (SQL Server Integration Services) for building and supporting ETL processes. * Programming and Scripting. Proficiency in Python for scripting and automation. Knowledge of C# for troubleshooting. * Cloud Platforms Experience with Azure and CosmosDB. SQL Managed instance * Data Warehousing. Understanding of data warehousing concepts and best practices. * Familiarity with DevOps practices, CI/CD pipelines, and tools like Ansible and Docker. DevOps and Automation * Big Data Technologies. Knowledge of big data technologies and frameworks |
| 1. Skills/Ability | Analytical and Problem-Solving: Strong analytical skills with meticulous attention to detail.  Ability to troubleshoot and solve complex problems.  Communication: Effective verbal and written communication skills. Ability to translate technical concepts into business language. |