Government of Trinidad and Tobago

JOB DESCRIPTION
CONTRACTUAL POSITION

JOB TITLE: DATABASE SPECIALIST

JOB SUMMARY:

The incumbent is required to provide general database management, maintenance and support services for the database systems of the Ministry/Department. Duties include: assisting with the monitoring and management of the security, integrity and availability of the Ministry/Department's databases; supporting the design and development of databases; maintaining and enhancing the database solutions of the Ministry/Department; and supervising Technical and Support Staff as required.

REPORTS TO:	ICT Manager, Manager, Solutions Development and Implementation, Manager, Service Delivery and Support or designate
SUPERVISION GIVEN TO:	Technical and Support Staff as required

DUTIES AND RESPONSIBILITIES:

- Applies and maintains specified security controls as required by policy to maintain confidentiality, integrity and availability of the Ministry/Department's database management systems; and investigates and remedies related security incidents according to defined procedures.
- Applies appropriate analytical techniques to the Ministry/Department's databases to support the reporting and operational information needs of all users.
- Maintains knowledge of specific technical specialisms in the database operations and management areas; and utilises this knowledge in performing job duties.
- Assists with the development and implementation of database management systems, including the identification and mitigation of project risk, and the monitoring of costs, timescale and resources utilised.
- Assists with the design of database management systems of the Ministry/Department, and documents all outputs using defined standards, methods and tools.
- Develops and maintains specialist knowledge of database concepts, object and data modelling techniques and design principles, and database architectures; and installs and commissions selected database products.
- Designs, develops, tests, corrects and documents database management systems as part of the overall database maintenance process using agreed standards and tools.
- Assists with the development of software tests, and with the execution of the system and acceptance testing of new or amended database management systems, particularly for those areas of technical specialisation.
- Uses tools and techniques for specific areas of database release and deployment activities, and documents technical activities.
- Carries out routine configuration, installation and reconfiguration of database management systems and products, and agreed database maintenance and administration tasks.
- Supervises technical and support staff engaged in performing duties related to particular specialisation.

	▪ Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES	
KNOWLEDGE:	▪ Knowledge of database development and maintenance methodologies. ▪ Knowledge of project management tools and techniques. ▪ Some knowledge of the tools and techniques required for the management and control of ICT within a government based or business organisation. ▪ Some knowledge of relevant Public Service rules and regulations, instructions and procedures.
SKILLS AND ABILITIES:	▪ Ability to supervise technical and support staff. ▪ Ability to think creatively and to implement database solutions. ▪ Ability to communicate effectively both orally and in writing. ▪ Ability to promote teamwork. ▪ Ability to establish and maintain effective working relationships with colleagues. ▪ Ability to interact positively with members of the public and external stakeholders.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of three (3) years' experience performing at a technical level, including at least eighteen (18) months' experience in the design, operation and maintenance of database management systems.
- Training as evidenced by the possession of a recognized Bachelor's Degree in Computer Science, Computer Information Systems, Information Systems Management, Computer Engineering or a related area.
- Relevant certification in database management.