luminate
EDUCATION GROUP

Job Description

Organisation:	Luminate
Primary Organisation Supported *(only use this field for LEG service member of staff)*	MIS Systems Development & Reporting
Core Job Role:	
Job Title:	Database Analyst
Reports to:	Head of Systems Development & Reporting
Grade	D (SO1)
Date of compilation:	November 23

ROLE SUMMARY:
Will be responsible for the performance and integrity of our MIS database systems. They will work closely with cross functional teams and stakeholders to understand data requirements and ensure that our databases meet those needs. This is a technical role, the postholder will be required to update their technical knowledge and skills to meet the needs of the organisation on a regular basis.

CORE RESPONSIBILITIES:
1. Design, implement and maintain MIS database systems, performing regular database maintenance tasks such as indexing, defragmentation, data purging and capacity planning.
2. Monitor and manage database performance, ensuring maximum efficiency
3. Seek to identify and implement opportunities to optimise the data warehouse including ETL processes, query and workload performance.
4. Work closely with stakeholders to define data requirements and ensure databases meet business needs
5. Collaborate with cross-functional teams to define and implement data integration requirements
6. Lead on the architecture and development of the data warehouse and data processing pipelines
7. Design and implement backup and recovery strategies to ensure robust contingency planning and disaster recovery is effective.
8. Create and manage database tables, views, scripts and stored procedures
9. Collaborate with developers to design efficient database schemas
10. Ensure data security and implement access controls
11. Provide technical support and training to end users on database, data warehouse tools and functionality
12. Create documentation for database processes and procedures and maintain relevant metadata
13. On call support for critical database issues

14. Maintain up to date knowledge of the student records system and understanding of the impact of performance measures from funding bodies to understand the impact of wider business changes on the warehouse to ensure appropriate data is available for reporting

15. As a member of the MIS Systems Development and Reporting team, provide support to users across all MIS-managed applications and participate in team training and development activities.

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GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.

- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.

- Comply with all relevant policies and procedures.

- Act with honesty and integrity to maintain high standards of ethics and professional standards.

- Use and promote restorative practice approaches.

- Comply with all legislative and regulatory requirements.

- Promote a positive image of the Luminate Education Group and member organisations.

- Any other duties commensurate with the level of the post, which may be required from time to time.

- Embody our Organisational Culture:

Few rules & clear boundaries
The ability to be creative, within areas of focus.

Ownership & performance
Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Energy & enjoyment
Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective
Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition
Encouraging all to think aspirationally, inspiring others to do the same.

Collaborative & responsive
Proactively seeking opportunities to create synergies and positive outcomes for all.

Job Title:	Database Analyst
Department	MIS Systems Development & Reporting

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	English and mathematics at Level 2 or above	A / C
E	Educated to degree level in relevant field or equivalent professional experience (such as computer science, data and information systems)	A / C
D	Professional or information systems qualification. E.g. Microsoft SQL Certification or equivalent professional experience	A / C
Experience and Knowledge		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	In-depth knowledge of Microsoft SQL, reporting and associated services (SSIS / SSRS / SSMS / SSAS) and database programming languages	A / I / T
E	Experience and knowledge of data warehousing, data modelling, ETL processes and data integration.	A / I / T
E	Experience and knowledge of database management systems such as SQL Server	A / I
E	Experience of performance and query optimisation	A / I

E	Knowledge of database backup/recovery procedures	A / I
D	Experience of working with non-technical end users to explain technical issues and resolve problems	A / I
D	Experience of working within Further or Higher Education	A / I

Skills and Competencies		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	Ability to make sense of complex issues, identify, analyse and solve problems	A / I
E	Strong communication and interpersonal skills with the ability to understand and identify stakeholder requirements	A / i
E	Strong attention to detail	A / I / T
E	Ability to demonstrate flexibility and adaptability to provide a responsive service, for example possible twilight/evening work during peak periods and system emergencies.	A / I

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I