

Fife Voluntary Action
Database Manager



Job Description and Person Specification

Post Title:	Database Manager
Salary:	£32,000 per annum pro rata, with 8% pension contribution (7% employer, 1% employee) and a wide range of benefits
Duration:	This is a permanent position
Working hours:	21 hours per week
Location:	Kirkcaldy and home based
Reporting to:	Head of Community Development
Responsible for:	Data Administration Officer

Main Purpose of Post

To ensure our innovative multi-agency database of community services across all of Fife is high quality, impactful and well-used.

Main Duties

1. To oversee high quality data standards;
2. To oversee data protection and confidentiality aspects of the database and data;
3. To ensure the design of the database continues to meet key stakeholder needs;
4. To design reports and analysis on data trends and usage, in order to identify gaps and areas for improvement;
5. To oversee and support the collection, entry and maintenance of data;
6. To raise awareness and promote the database amongst stakeholders;
7. To support the work of other teams and colleagues in FVA with data requirements to enable things like consultations, communication and statistical analysis;
8. To deliver training related to the database;
9. To identify opportunities to expand the database and/or expand the use of the data in the database with other partners/websites/projects;
10. To identify and apply to appropriate funding sources to ensure ongoing sustainability;
11. To line manage and support the Data Administration Officer;
12. To contribute to cross-organisation initiatives including bid/funding proposals, quality accreditation work and other projects.

This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from employees in the role. The organisation reserves the right to require employees to perform other duties from time to time. The organisation also reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to the needs of the organisation's business. There is a requirement to work evenings and weekends as necessary in order to ensure appropriate fulfilment of duties.

Person Specification

Essential requirements:

- Extremely accurate and diligent when working with data;
- Excellent communication skills;
- Technical database experience, including understanding of T-SQL and writing SQL reports;
- Statistical or mathematical skills or qualifications for the purposes of analysis data;
- Experience of using PowerBI or similar;
- Significant experience of using databases or database-backed IT systems;
- Excellent standard of computer competence (Word, Excel, Powerpoint, Teams, video conferencing, internet and e-mail);
- Willingness to learn, work as part of a team and to help others;
- Good people skills and the ability to deal with a wide range of people in a courteous manner;
- Organised and efficient;
- A personal commitment to equal opportunities and organisation excellence – displays honesty, integrity and a strong sense of ethics in all actions and decisions.

Desirable requirements:

- Experience of line managing staff;
- Experience of managing SQL Azure or SQL Server databases;
- Experience of working with GIS systems such as ArcGIS or QGIS;
- Website development experience;
- Good knowledge of the geography of Fife;
- Understanding of the third sector.