

POSITION TITLE: Senior Database Administrator

LOCATION: Tauranga

PEOPLE LEADER: Data Architect

TEAM Digital Business

At Craigs (CIP) we are focused on helping our clients to achieve their financial goals and grow their wealth. We believe that where a client's financial future is concerned, our people are fundamental to achieving this. Our collective skills, knowledge and commitment means that we can provide the best possible outcomes for our clients.

As part of our strategic vision, we are undergoing a comprehensive technology transformation journey. As Senior Database Administrator (Senior DBA), you will play a crucial role in supporting CIP projects and business operations by providing advanced database administration, data integration, data migration, and data security expertise ensuring the integrity of our business and clients.

Reporting to the Data Architect, this senior technical role involves a comprehensive mix of project work, continuous improvement, database best practise operations, and generalist responsibilities. This role is responsible for leading the design and implementation of robust database architectures, drives modernization initiatives, and ensures the highest standards of performance, security, and compliance.

You will collaborate closely with various teams and 3rd party service providers and mentor CIP team members to establish and enforce database best practices to deliver innovative, scalable, and efficient data solutions initiatives to ensure CIP's Data Strategy and Roadmap is being developed and met.

WHAT I DO

SERVER AND DATABASE DESIGN, PROVISIONING, MAINTENANCE AND OPTIMIZATION

- Lead the design and implementation of server and database architectures that align with CIPs technology and business objectives, working alongside other SMEs in Digital Business.
- Manage and coordinate the maintaining of servers and databases throughout CIP, minimizing downtime and risk by, and ensuring environments are up to date with upgrades and patches.
- Assist with database and data process troubleshooting to isolate and diagnose problems throughout CIPs data architecture.
- Automate and champion monitoring tools for data feeds/flows to and from systems and applications, and ensuring appropriate controls are in place for preserving data integrity and quality.
- Establish and document database standards, policies, and procedures, ensuring best practices are followed across the organization and routinely applied to all database architecture.
- Mentor and provide technical leadership on database administration to team members within Digital Business, fostering a culture of continuous learning and improvement.
- Oversee and optimize database performance through advanced monitoring, tuning, and capacity planning, proactively identifying and resolving bottlenecks.
- Lead database security initiatives, including regular security audits, compliance with data protection regulations, and implementation of advanced protection measures.

- Develop and maintain robust backup, recovery, and disaster recovery strategies for multiple database environments, ensuring business continuity.

DATA MIGRATION AND INTEGRATION

- Work with project teams and vendors in the migration of data from CIP legacy systems to new systems and assisting in providing all necessary transformations and adjustments to ensure the migration processes are done with efficiency.
- Drive database modernization initiatives, including cloud migration and adoption of new database technologies and tools.
- User requirements gathering and documenting the technical specifications required for any database architectures relating to any new or enhanced solutions, ensuring that industry best practices are followed.
- Review, Investigate and resolve data issues during data migrations with various external vendors and business SME's.
- Work with data architects, data engineers, and other IT specialist to provision, maintain and monitor data networks.

CONTINUOUS IMPROVEMENT

- Active participation in defining and achieving the IT department's key strategic goals.
- Provide key input into the Technology Department's continuous improvement planning.
- Provide quality assurance for data integrity.
- Move towards the completion of any new Microsoft Azure Data Certifications and or training in the DBA specialization paths Microsoft has made available.

GENERAL DUTIES AND RESPONSIBILITIES

- Provide DBA mentorship and support to the Data Team and assist in the delivery of various data-related projects, including enhancements to the CIP Data warehouse and Business Intelligence (BI) system.
- Ethically handling private and sensitive data pertaining to CIP Clients, CIP Operations, and other such sensitive financial and personal data.
- Operate within the parameters of the NZX rules and regulations, relevant legislation and CIP procedures and policies.
- Maintain a high level of competence with Craigs Investment Partners' systems.
- Follow company policy and process to ensure client information is protected against loss, unauthorised access, use, modification of disclosure.
- Maintain the core competencies as set down by the Company from time to time.
- Complete all Company educational requirements as required for the role as set by the Company.
- At all times follow Company prescribed administrative processes and policies, including use of supporting systems.
- Act professionally, ethically and work co-operatively and constructively within the framework of the Company structure.
- At all times act with integrity and treat clients fairly and respectfully.
- Any other tasks as requested by your manager.

WHAT I VALUE



**Our
Values**



**We are
stronger
together**



**We
strive for
excellence**



**We do
what's
right**

At Craigs, we pride ourselves on creating an environment where our people feel they belong and can bring their best self to work and feel valued. We grow as a team and with our clients and are always looking to support our communities – both internal and external. Our values build the foundation of how we work and how we provide great outcomes for our people and clients.

WHAT I BRING

EDUCATION

- Bachelor or Master's degree in Computer Science, Data Management, Information Systems, Software Engineering or equivalent education or work experience in Database Administrator roles.
- Advanced certifications such as:
 - Microsoft Certified: Azure Database Administrator Associate – for SQL Server and Azure. (desirable)
 - Microsoft Certified: Azure Solutions Architect Expert, AZ-305 Designing Microsoft Azure Infrastructure Solutions (desirable)
 - Microsoft Certified: Data Engineer Associate - DP-203: Data Engineering on Microsoft Azure (desirable)
 - Certified Database Administrator (CDBA) (desirable)
 - CompTIA Data+
- Other relevant Operational and DBA qualifications

EXPERIENCE

- A strong preference for experience within the financial services industry in:
 - Minimum of 10 years of experience on MS SQL Server 2008, 2012, 2016, 2019 +,
 - Experience on Azure SQL DB, including and other Azure experience, from Synapse to Data Factory and more.
 - Advanced MS Transact SQL skills (15+ years)
 - Advanced SSAS, SSRS, SSIS experience.
- Proven track record of managing and leading complex projects and initiatives.

SKILLS

- Excellent time management and organisational skills, a proven ability to plan, prioritise, and deliver a program of work
- Exceptional problem-solving and analytical skills, utilising strategic thinking and working well under pressure
- Excellent communication skills (both written and verbal), with the ability to communicate effectively at all levels
- Ability to work independently and as a team member, including collaboration with technical SME's
- Ability to engender a strong delivery focus across the Digital Business team
- Ability to meet tight schedules and cost targets without compromising business requirements
- Ability to analyse large datasets
- Ability to write comprehensive reports

NZX RULES REFERENCED WITH LEGISLATION AND POLICY

The NZX Participant Rules can be found electronically at the following address -

<https://www.nzx.com/regulation/nzx-rules-guidance/participant-guidance>

CIP policies can be found on the Staff Intranet.