

Career Opportunity

Job Title: Database Administrator

Vacancy Ref: 12/019

Grade: Support Delivery

Salary Range: TBC

Dept: Production – Product Data

Location: Chiswick

Job Purpose:

Create and maintain complete, current and accurate Product and Project records on SAP ERP system

Support the delivery of data extracts to internal and external clients

Key Result / Areas:

From varying data sources, identify, extract and interpret required data and enter data into SAP database to create and/or maintain Project and Product records

Maintain correct pricing information and finance data against Product records

Apply consistently high levels of data quality and integrity in all aspects of work

Categorize Product records using ICS codes

Actively participate in the development and maintenance of the information resources and authority files used by the Product Data team, e.g. ISO ICS codes, Root Thesaurus etc.

Work closely with other departmental teams to ensure the timely publishing of standards, books and other products and services

Assist in the ongoing development and testing of the publishing systems used for the creation and management of content and for the creation and delivery of products

Respond effectively to data-related queries so that 'customer' needs are fully met (where achievable/practical)



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Understand the requirements of BSI's products and services, ensuring revenue targets are met through monitoring for updates and/or amendments, maintaining the integrity of the services
Support colleagues in conducting searches and developing reports to enable the accurate retrieval of data

Ensure that processes, procedures and work instructions are kept current and complete to eliminate unnecessary re-work, making recommendations to line manager as required

Maintain bibliographic data for BSI's collection of products and services, ensuring they are kept accurate and up-to-date

Report identified data quality issues to the Data Quality Analyst for analysis, and support the resolution of these issues where process modification and/or remedial action is required

Respond to queries received via the departmental email points as determined by the team rota

Undertake clerical and admin duties, to assist in the smooth running of departmental operations

Knowledge / skills / abilities

Demonstrable experience of:

Data entry and maintenance of databases

Planning work within a framework of guidelines, with minimal supervision

Desirable experience of:

Data analysis

Foreign languages

Standardisation

Working with SAP, Excel, Access or other database mainframes/applications

Skills required:

Excellent attention to detail

The ability to closely follow documented processes and work instructions

The ability to handle repetitive tasks, automating where feasible

The ability to self-manage, plan and work within a team environment

Effective verbal and written communication skills

Resourceful and solution-seeking approach to work



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The ability to cope under pressure when working to tight deadlines

Contact:

Please forward CV with brief covering letter to: sean.mahony@bsigroup.com

If an internal candidate, please advise your manager of your interest in this opportunity.

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