**Data Base Admin responsibilities**

* establish the needs of users and monitoring user access and security
* monitor performance and manage parameters in order to provide fast responses to front-end users
* map out the conceptual design for a planned database
* consider both back-end organization of data and front-end accessibility for end-users
* refine the logical design so that it can be translated into a specific data model
* further refining the physical design to meet system storage requirements
* install and test new versions of the database management system (DBMS)
* maintain data standards, including adherence to the Data Protection Act
* write database documentation, including data standards, procedures and definitions for the data dictionary (metadata)
* control access permissions and privileges
* develop, manage and test back-up and recovery plans
* ensure that storage and archiving procedures are functioning correctly
* carry out capacity planning
* work closely with IT project managers, database programmers and multimedia programmers
* communicate regularly with technical, applications and operational staff to ensure database integrity and security
* commission and install new applications and customize existing applications in order to make them fit for purpose
* Manage the security and disaster recovery aspects of a database.

**Reference:**

[*https://www.prospects.ac.uk/job-profiles/database-administrator*](https://www.prospects.ac.uk/job-profiles/database-administrator)

[*https://www.dsp.co.uk/the-key-responsibilities-of-a-database-administrator/*](https://www.dsp.co.uk/the-key-responsibilities-of-a-database-administrator/)