

Job Description

Job Title:	Database Administrator
Directorate:	Macro
Location:	2 Dean Trench Street, Westminster, London, SW1P 3HE

Job Purpose

Responsible for the maintenance and upkeep of Global Macroeconometric model, NiGEM's historical database, including macroeconomic and financial variables, source documentation, and updates, and supporting the development of the database. This role will also provide data analysis and research/administration support to the wider macroeconomic team during the forecast rounds.

Key Responsibilities

1. Database Maintenance and Upkeep

- Update macroeconomic and financial variables on the database of the global econometric model, NiGEM, from a variety of sources.
- Ensure that documentation of sources is up to date.
- Check the validity of updates.
- Support the development of the database as appropriate.

2. Modelling and Forecasting

- Provide data analysis and general research support to the Macroeconomic Modelling and Forecasting team.
- Supports the publication of the quarterly outlook (including creating charts and data provision).

3. General

- Adhere to policies and procedures at all times.
- Cover for other members of the team and division as necessary.
- Being proactive in reviewing and evaluating own performance and identifying and acting upon areas for improvement and development.
- Undertaking, as required, any other duties compatible with the level and nature of the post and/or reasonably required by more senior members of staff.
- Attend and participate in divisional and team meetings and other meetings as required.

This job description covers the current range of duties and will be reviewed from time to time. It is the organisation's aim to reach agreement on changes, but if agreement is not possible, the organisation reserves the right to change this job description.

Person Specification

Database Administrator

Please include a covering letter with your CV to demonstrate your capabilities, in relation to each point listed under essential requirements in the person specification.

Essential Requirements

Experience

1. Working with datasets.
2. Using MS Excel at expert level to manipulate and analyse data.
3. Managing multiple competing priorities to meet strict deadlines.
4. Working independently and as part of a team to achieve specific outcomes.

Skills, Knowledge and Abilities

1. Undergraduate degree in Economics or Econometrics.
2. Strong numeracy skills.
3. High level of attention to detail, with the ability to ensure the accuracy of complex reports and data sets.
4. Some experience working with DataStream is desirable, but not essential.
5. Strong interest in real world economic and policy developments

The following are required of all roles with the organisation. However, you do not need to address these in your application.

- An understanding of and commitment to Equality, Diversity and Inclusion
- Willingness and ability to work hours outside of normal office hours on occasion
- Willingness to work flexibly in response to changing organisational requirements