POSITION DESCRIPTION

Operational Performance Group
Chief Operating Officer Portfolio

Senior Snowflake Engineer

<table>
<thead>
<tr>
<th>POSITION NUMBER</th>
<th>0062213</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROFESSIONAL CLASSIFICATION</td>
<td>UOM 9 - $134,320 - $139,749 per annum (pro rata for part-time)</td>
</tr>
<tr>
<td>STANDARD/SALARY</td>
<td></td>
</tr>
<tr>
<td>SUPERANNUATION</td>
<td>Employer contribution of 17%</td>
</tr>
<tr>
<td>WORKING HOURS</td>
<td>Full Time (1 FTE)</td>
</tr>
<tr>
<td>BASIS OF EMPLOYMENT</td>
<td>Continuing</td>
</tr>
<tr>
<td>HOW TO APPLY</td>
<td>Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a>, select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.</td>
</tr>
<tr>
<td>CONTACT FOR ENQUIRIES ONLY</td>
<td>Laura McCalman</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:Laura.McCalman@unimelb.edu.au">Laura.McCalman@unimelb.edu.au</a></td>
</tr>
</tbody>
</table>

Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website: about.unimelb.edu.au/careers
ACKNOWLEDGEMENT OF COUNTRY

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University’s strategy, ‘Advancing Melbourne’, at https://about.unimelb.edu.au/strategy/advancing-melbourne

CHIEF OPERATING OFFICER PORTFOLIO

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation's evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for functions relating to the University’s finances, property, technology, legal and risk management, student and academic support, research and innovation services, operational performance, business services and sustainability.
The COO Portfolio is comprised of seven sub-portfolios:

- Business Services
- Chief Finance Officer Group
- Legal and Risk
- Office of the COO
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services

The Operational Performance Group delivers functions that facilitate the design, evaluation, and improvement of services across the University, and business partnering services to Chancellery.

**UNIVERSITY DECISION SUPPORT (UDS)**

The University Decision Support function provides the University with a high-quality data asset and reporting and analytical services to support the corporate function, assist students to successfully obtain an education, and to facilitate the effective delivery of University based research.

**EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION**

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.
ABOUT THE ROLE

Position Purpose:
Starting in late 2023, UDS has started work to migrate their on-premises Oracle data warehouse to a new AWS/Snowflake warehouse, coinciding with the introduction of a new ERP and Research Management System at the University. This adds complexity to the project, requiring the development of new extensions to the warehouse to accommodate data from these systems.

We are seeking a skilled Senior Snowflake Engineer to oversee the optimization and management of our Snowflake data warehouse. In this role, you will lead the development of data pipelines using DBT, manage infrastructure with Terraform, and ensure stability and scalability through continuous improvement. Your responsibilities will include day-to-day operations, environment management, and overseeing releases to meet our business needs.

The new Snowflake platform is greenfield, which means there will be a need to configure the new environment and establish necessary DevOps procedures.

Reporting line: Director, Data Operations
No. of direct reports: 0
No. of indirect reports: 0
Direct budget accountability: 0

Key Dimensions and Responsibilities:
Task level: Significant
Organisational knowledge: Moderate
Judgement: Significant
Operational context: Parkville
OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at http://safety.unimelb.edu.au/topics/responsibilities/.
Staff must comply with all relevant requirements under the University’s risk management framework including legislation, statutes, regulations and policies.
Core Accountabilities:

- Manage and optimize the Snowflake data warehouse, including monitoring performance, troubleshooting issues, and implementing best practices.
- Develop and maintain DBT models and data pipelines to load and transform data in Snowflake, ensuring data quality and consistency.
- Collaborate to establish DataOps processes and frameworks to improve data pipeline management and ensure development activities adhere to agreed principles.
- Collaborate with Data Engineers, analysts, and other stakeholders to understand data requirements and implement solutions that meet business needs.
- Manage Snowflake environments, including provisioning new environments, configuring security settings, and managing access controls.
- Lead the release management process, including coordinating releases, managing change control processes, and ensuring smooth deployment, while also championing CI/CD practices.
- Complete system testing and peer review tasks to ensure the quality and reliability of releases.
- Partner with the Development Lead in prioritising enhancement requests, obtaining estimates and undertaking resource planning.
- Perform out-of-hours batch support and/or release management on a rostered or adhoc basis where required.
- Provide technical guidance and mentorship to junior team members, helping them grow their skills and capabilities.
- Stay up-to-date with the latest trends and technologies in data engineering and cloud computing, and continuously look for ways to improve our data platform.
**Selection Criteria:**

**Education/Qualifications**

1. A Bachelor/Master’s in Information Technology, Computer Science, Software Engineering or relevant field.
2. 4+ years of experience working with Snowflake, including data modelling, performance tuning, and administration.
3. Experience with DBT and building data pipelines for data transformation and loading.
4. Strong proficiency in SQL and understanding of relational database concepts.
5. Experience with Terraform or other infrastructure as code tools.
6. Extensive experience with SQL and Python.

**Knowledge and skills:**

1. Ability to develop and maintain stakeholder relationships via good communication and the ability to share complex information in understandable and digestible formats.
2. Experience with DevOps tools like as Bitbucket, Bamboo and Jenkins or similar.
3. Understanding of IT security and governance including security standards, access policies, and the purpose and role of data governance in reporting and analytics
4. Understand the implications of PIA and GDPR within the Business Intelligence domain
5. Be able to work both independently and as part of a team all the while keeping communication open. Collaboration is key.
6. Understanding and working knowledge of data management and data warehousing concepts.
7. Experience in working within diverse development teams in complex organisational environments
8. Experience in establishing greenfield Datawarehouse favourably looked upon.
9. Have strong verbal and written communication skills with a strong attention to detail.

**Other job-related information:**

- Perform out of hours batch support and/or release management on a rostered or adhoc basis where required.
- Hybrid working model 3 days required in the office – Tuesday, Thursday, and Friday.