

# Position description

<b>Position title:</b>	<b>Application Database Administrator (DBA)</b>
<b>School/Section/VCO:</b>	<b>Information and Technology Services (ITS)</b>
<b>Campus:</b>	<b>Mt Helen Campus. Travel between campuses will be required.</b>
<b>Classification:</b>	<b>Within the HEW Level 7 range</b>
<b>Employment mode:</b>	<b>Fixed-term appointment</b>
<b>Probationary period:</b>	<b>This appointment is offered subject to the successful completion of a probationary period.</b>
<b>Time fraction:</b>	<b>Full-time</b>
<b>Recruitment number:</b>	<b>848976</b>
<b>Further information from:</b>	<b>Ms Kim Redfern, Team Leader, Digital and eLearning Solutions Telephone: (03) 5327 9341 Email: k.redfern@federation.edu.au</b>
<b>Position description approved by:</b>	<b>Mr Andrew Matheson, Manager, Corporate Services Solutions</b>

**This position description is agreed to by:**

\_\_\_\_\_  
Employee name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**The University reserves the right to invite applications and to make no appointment.**

Warning: uncontrolled when printed.

Authorised by: Director, Human Resources  
Document owner: Manager, HR Shared Services

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## Position summary

The Application Database Administrator (DBA) is responsible for ensuring the implementation, performance, monitoring and maintenance of the solutions deployed for enterprise-wide University's Administration Systems (UAS). This includes, but is not limited to the installation, upgrade, configuration, performance tuning, maintenance, and support of complex mission-critical Relational Database Management Systems (RDBMS), Application Servers and Business Intelligence systems that encapsulate the UAS implementations.

## Key responsibilities

1. Ensure enterprise level databases, application installations and middleware are created and operating correctly, securely and efficiently by installation, upgrade, maintenance, support and monitoring with taking action as required to resolve problems.
2. Design, build, configure and support data exchanges and integrations between UAS systems in line with business requirements.
3. Ensure databases, information and applications are secure by undertaking systematic backup and recovery strategies, and applying latest security patches to software.
4. Ensure optimisation and effectiveness of database and applications by the analysis of database transactions using methodologies, algorithms and strategies for establishing and fine-tuning UAS databases.
5. Ensure database space utilisation, by database defragmentation and object rebuilding, bug fix diagnosis and reporting, account management, and operational support.
6. Ensure the security and integrity of the UAS databases and application servers by maintaining the system procedures manual, monitoring user compliance with the procedures, and taking any necessary corrective action.
7. Contribute to the rolling upgrade programs for UAS systems by the application of authorised patches to the database and application servers when required.
8. Contribute to the development of technical documentation for the implementation of business processes and user manuals for the RDBMS and application servers by providing advice to the Disaster Recovery Plan development in liaison with the Digital and eLearning Team Leader and the Corporate Services Solutions Manager.
9. Reflect and embed the University's Principles, Objectives and Strategic Priorities when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
10. Undertake the responsibilities of the position adhering to:
  - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
  - Equal Opportunity and anti-discrimination legislation and requirements;
  - the requirements for the inclusion of people with disabilities in work and study;
  - Occupational Health and Safety (OH&S) legislation and requirements; and
  - Public Records Office of Victoria (PROV) legislation.

## Level of supervision and responsibility

The Application DBA will work under the broad direction of the Team Leader (Digital and eLearning). The Application DBA will be the subject matter expert in one or more of the University's Administration Systems and will work as part of the broader Service Operations team. The position carries technical responsibility for the design, testing and implementation of authorised changes and enhancements. The Application DBA will have the ability to work independently and to deliver priorities within agreed timeframes.

The Application DBA ensures proper database technology layer standards are followed as directed.

## Training and qualifications

An Information Technology or Computer Science degree with at least four years subsequent relevant experience; or extensive experience and expertise in technical or administrative fields; or an equivalent combination of relevant experience and/or education/training.

## Position/Organisational relationships

The Application DBA will report to the Team Leader (Digital and eLearning) and will also be required to work with other Service Operations teams when requested.

## Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

1. An Information Technology or Computer Science degree with at least 4 years subsequent relevant experience; or extensive experience and management expertise in technical or administrative fields; or an equivalent combination of relevant experience and/or education/training.
2. Demonstrated experience in PostGres DBMS with database development and the effective use of PostGres database administration tools, or an equivalent transferrable combination of skills and experience.
3. Demonstrated programming skills and experience in integration development through technologies including SQL, DI (Data Integration), ESB (Enterprise Service Bus) or similar technologies.
4. Experience in PostGres, MySQL, Microsoft SQL Server is highly desirable.
5. Experience in Data Warehouse and Business Intelligence tool sets is highly desirable.
6. Demonstrated technical problem solving skills, including utilising intuition and problem diagnosis, both development and operational settings.
7. Demonstrated understanding of Information Technology Infrastructure Library (ITIL) processes and procedures.
8. Good project, time management and organisational skills.

9. Good verbal and written communication skills with both users and fellow IT professionals.
10. The ability to work effectively both as part of a small team, and independently and productively.
11. Demonstrated alignment with the University's commitment to child safety.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.