

Office of the Chief Information Officer

Database Administrator - Statement of Duties

Objectives

Undertake installation, maintenance, administration and support of the Department's Enterprise Systems in relation to operating systems, corporate applications, database and business systems within a secure managed operating environment.

Manage small projects and provide input into larger projects within Enterprise Systems Support. Assist in the development and documentation of systems and processes as required within Enterprise Systems Support.

Duties

- Working within a support team, assist in and perform planning, implementation, administration and support of operating systems and corporate applications.
- Administer and support the agencies SQL database infrastructure.
- Assist in the capacity planning, performance monitoring and tuning activities related to physical and virtual operating systems, corporate applications, databases.
- Respond to and resolve incidents and problems in a timely manner.
- Assist with the implementation of small ICT projects within Enterprise Systems Support and participate in the planning and implementation of larger ICT projects.
- Provide technical advice to ICT management and support staff and assist in the documentation of processes and procedures as required within Enterprise Systems Support.
- Participate in the Department's change management and architectural design processes.

Level of responsibility

- The occupant is responsible for providing technical support and maintenance of the Department's database systems, server and application infrastructure and is expected to contribute to the development and management of ICT strategies, guidelines, and policies in conjunction with managers.
- The occupant is expected to represent the Branch in an appropriate manner and is responsible for providing an effective and efficient database administration and application support service on behalf of the Branch.
- Responsible to the Manager, Business Systems Management and Support for the successful co-ordination and conclusion of activities or project tasks on time and within resources allocated.
- The occupant may be required to work unsupervised.
- The occupant will be required to occasionally work outside of normal business hours.
- Conduct your work in a safe manner such that it does not put yourself or others at risk.

- Comply with any reasonable instruction contained in WHS policies, procedures and instructions and report hazards, near misses and incidents to your supervisors.
- You are responsible for upholding the values of Integrity, Respect, Accountability and actively contributing to make our workplaces Inclusive and Collaborative.

Direction and supervision received

- The occupant will receive general supervision from the Manager, Business Systems Management and Support to maintain a stable and secure ICT environment.
- The occupant will be required to work closely with other senior branch staff for specific projects or tasks. The occupant reports directly to the Manager Business Systems Management and Support for day to day tasks.

Selection criteria

1. Demonstrated knowledge and experience in Microsoft SQL Server, Apache Tomcat and Internet Information Services in a large networked environment.
2. High level knowledge and experience in SQL Server database maintenance, backup, recovery, performance, and tuning including capacity planning and data security.
3. Knowledge and experience in installing and upgrading database software and enterprise applications to ensure compatibility with current technology standards.
4. Demonstrated ability to successfully guide complex ICT related projects to achieve positive outcomes aligned with business objectives, with a demonstrated ability to identify opportunities for innovation, consider and develop options and recommend effective solutions.
5. Demonstrated high level interpersonal and communication skills, the ability to liaise with stakeholders, vendors and provide advice on technical issues and deliver professional services to a diverse client base.
6. Proven ability to work effectively as part of a team and a capacity to contribute to and operate within procedures and policy of a large organisation.

Essential requirements

- Nil

Desirable requirements

- Experience in the administration of enterprise wide applications
- A minimum of 3 years' experience in Microsoft Windows Server, Apache Tomcat, Microsoft SQL Server and Internet Information Services
- Industry Certification – SQL, DBA or Apache Tomcat
- Relevant tertiary qualifications or substantial progress thereto.
- Current Driver's License

Pre-employment Checks

The Head of State Service has determined that the person nominated for this vacancy is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

The following checks are to be conducted:

1. Pre-employment checks
 - Arson and fire setting

- Violent crimes and crimes against the person
- Sex-related offences
- Drug and alcohol related offences
- Crimes involving dishonesty
- Crimes involving deception
- Making false declarations
- Malicious damage and destruction to property
- Serious traffic offences
- Crimes against public order or relating to the Administration of Law and Justice
- Crimes against Executive or the Legislative Power
- Crimes involving Conspiracy.

2. Disciplinary action in previous employment.

3. Identification check.

Position Summary

Title	Database Administrator
Number	350370
Award	Tasmanian State Service Award
Classification	ICT 2
Division	Corporate, Strategy and Policy
Full Time Equivalent	1.0 FTE
Output Group	Office of the Chief Information Officer
Branch	Enterprise Systems Support
Supervisor	Manager, Business Systems Management and Support
Direct Reports	Nil
Location	Rosny
Position category and funding	Permanent, full-time, 73.5 hours per fortnight Cost code: A055