Department of State Growth
Statement of Duties

Position Title:	Senior Database and Middleware Administrator
Position number:	371791, 372718
Award/Agreement:	Tasmanian State Service Award
Classification level:	Information and Communication Technology Level 3
Division/branch/section:	Business Services, ICT & Spatial Services, Corporate Application Services
Location:	Hobart
Supervisor:	Manager Corporate Application Services
Employment status:	Flexible
	We are a diverse and inclusive workplace that understands the importance of flexibility. Talk to us about what flexibility may look like for you.

Position Objective

As a member of the ICT and Spatial Services Branch, provide highly specialist technical database (DBA) and middleware expertise to support core information asset holdings. The position supports a wide range of business applications and performs applications hosting activities, relational database and middleware administration and application software control.

The position also has a liaison role between Agency information providers, business units and data custodians on information management and technology issues

Major Duties

- In conjunction with other team members, provide technical input into the formulation of procedures and standards for database creation, maintenance, application software control and naming conventions.

- Provide authoritative technical advice on relational database software and associated tools to support the future directions for database information holdings.

- Lead and advise in the undertaking of high-level tasks related to the databases, other middleware products, security and communication pertinent to information holdings and corporate application software.

- Undertake highly specialised technical tasks in:

  - the design and introduction of appropriate application and middleware hosting environments to support development, testing, training and production activities, particularly those based on the Java platform;

  - ongoing maintenance of application hosting including database installation, data migration, account management, replication, full life-cycle support, monitoring, testing, performance tuning, data warehousing, reporting and troubleshooting;

- ❑ developing appropriate backup, recovery and availability strategies to ensure data protection and business continuity;

- ❑ devising and applying appropriate security access and permissions compatible with DSG's *Information Security Plan* and Tasmanian Government ICT policies.

- Lead and participate in project initiatives that are managed using contemporary project management practices. Provide practical advice in respect of appropriate quality standards, with particular regard to departmental information management strategies, standards, methodologies and interfacing of systems.

- Undertake high-level research and analysis of technical options and also prepare authoritative technical reports including recommendations for future business-specific application direction.

- Manage and participate in the preparation and maintenance of high-quality documentation to support the operations of database and middleware support services and corporate application hosting.

- Establish and maintain cooperative relationships and act as an effective liaison between agency information providers, business units, data custodians and contractors. Where appropriate, participate in working parties or external committees, negotiating and influencing outcomes in specialist areas such as data management, administration or support.

Scope of Work: (Responsibility, Decision-Making and Direction Received)

The position is responsible for providing senior managers with authoritative technical support and advice on application hosting, database and middleware administration and application software control. A high level of client service is required including consultation with service clients to deliver corporate application services.

The position operates under limited supervision with a high degree of independence and autonomy to achieve outcomes. The occupant is required to provide authoritative specialist systems advice and is accountable to the Manager Corporate Application Services. All work must be performed in accordance with Departmental operational guidelines, policies and objectives.

Selection Criteria (Knowledge and Skills):

The Department of State Growth insists on a collaborative and consultative approach, especially involving integrity, respect and openness in dealing with others and believes teamwork, effective communication and professionalism are essential in achieving higher quality outcomes.

The person occupying this position will focus on achieving sustainable outcomes by:

- actively collaborating with key stakeholders; and
- adopting innovative methods and approaches

To apply for this position you will need to demonstrate your ability to meet the selection criteria detailed. The selection criteria are weighted as shown below.

Knowledge and Technical Skills

1. Demonstrated high-level experience in the delivery of database administration (DBA) services using the Oracle Database, and Oracle Middleware software along with associated tools and technologies such as Oracle WebLogic Server, Business Intelligence, Data Warehousing and DataGuard.

2. Highly-developed ICT technical application hosting and middleware management skills with an awareness of the impact of technology on the business environment and an ability to coordinate technical aspects of ICT projects.

3. Advanced knowledge of contemporary project management practice and proven ability to effectively manage self and others to deliver a high standard of outcomes and deliverables within predetermined time frames and budget.

4. Proven highly developed research, analytical and evaluation skills, with the ability to resolve complex conceptual issues in line with the strategic direction of the Department and Government and the ability to prepare clear and concise written documents that accurately communicate information system concepts and procedural information to technical and non-technical audiences.

5. Proven leadership skills, including highly developed interpersonal communication skills with the ability to liaise and negotiate effectively and persuasively with senior management, clients, and contractors.

Position Requirements

Pre-employment

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

- *Nil*

Essential

Evidence of the following must be provided prior to appointment to this role:

- *Nil*

Desirable
- An appropriate tertiary qualification in a relevant discipline (eg. Computer Science or Information Technology, etc).
- Experience with the Microsoft Windows and Oracle Solaris operating environments.
- Experience and knowledge of Microsoft SQL Server, MySQL database, Java application servers such as JBoss Application Server and Apache Tomcat.

Working at State Growth

The Department of State Growth works to grow our economy and provide opportunities for all Tasmanians. We provide support and strategy advice in relation to key economic drivers including energy, industry sectors, resources, regulation and infrastructure. We support the delivery of a range of public services and have a strong focus on investment attraction and the development of innovative strategies that drive state growth.

The Department's website (http://www.stategrowth.tas.gov.au/) provides more information.

State Growth aims to attract, recruit and retain people who will uphold our values and are committed to building a strong values based culture. Our values and behaviours reflect what we consider to be important, that is

> *Our people* who are at the heart of the organisation; o*ur decisions* which are based on sound principles; and o*ur clients* who are at the centre of what we do.

We have the ***Courage to Make a Difference*** through:

- ***Teamwork*** – our teams are diverse, caring and productive
- ***Respect*** – we are fair, trusting and appreciative
- ***Excellence*** – we take pride in our work and encourage new ideas to deliver public value
- ***Integrity*** – we are ethical and accountable in all we do

We value diversity and promote an inclusive workplace, recognising individuals for their unique characteristics, background, experiences, knowledge, skills, values and perspectives.

We are committed to high standards of performance relating to Workplace Health and Safety and all employees are expected to participate in maintaining safe working conditions and practices.

All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to (*State Service Act 2000*). These can be located at State Service Management Office (www.dpac.tas.gov.au/divisions/ssmo)