



**Australian
National
University**

Position Description

College/Division:	Information Technology Services
Faculty/School/Centre:	
Department/Unit:	Enterprise Systems
Position Title:	Database Administrator
Classification:	ANU 08
Position No:	
Responsible to:	Relevant Manager or Team Lead
Number of positions that report to this role:	
Delegation(s) Assigned:	

PURPOSE STATEMENT:

The Australian National University's information technology infrastructure plays a critical role in enabling and supporting teaching, learning, research and administration. ITS provides unified management and coordination support for a wide range of academic and corporate information services and more generally manages development of the University's information infrastructure. Major areas include networks, communications, computing platforms, data stores, desk-top and mobile access, high-performance computing, online publishing, enterprise systems, student learning environments, and IT security. The work of ITS is coordinated with services provided within, and by Academic Colleges and Service Divisions to form a cohesive, university-wide information technology infrastructure.

The Enterprise Systems (ES) area within the Information Technology Services (ITS) Division provides development and technical support services for the University's enterprise systems. The Senior Database Administrator will support ES activities through the provision of database administration and development, and technical application support services including but not limited to, application maintenance, patching, code and data migrations, configuration management, change control, incident resolution, and performance tuning for a wide range of both off-the-shelf and internally developed systems.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The position will report to the Enterprise Systems Support Manager or Team Lead. The role will require liaison with developers, system administrators, infrastructure specialists, business areas, and end users from within ES, ITS, and across the University. Liaison with external vendors and their support areas will also be required.

Role Statement:

Under the broad direction of the positions supervisor, the incumbent:

1. **Database administration**
Drafts and maintains procedures and documentation for databases. Manages database configuration including installing and upgrading software and maintaining relevant documentation. Contributes to the setting of standards for database objects and ensures conformance to these standards. Monitors database activity and resource usage. Optimises database performance and plans for forecast resource needs.
2. **Database/repository design**
Develops and maintains specialist knowledge of database concepts, object and data modelling techniques and design principles and a detailed knowledge of database architectures, software and facilities. Analyses data requirements to establish, modify or maintain object/data models. Evaluates potential solutions, demonstrating, installing and commissioning selected products.

3. **Change management**
Assesses, analyses, develops, documents and implements changes based on requests for change.
4. **Release and deployment**
Assesses and analyses release components. Provides input to scheduling. Carries out the builds and tests in coordination with testers and component specialists maintaining and administering the tools and methods – manual or automatic – and ensuring, where possible, information exchange with configuration management. Ensures release processes and procedures are maintained.
5. **Problem management**
Investigates problems in systems and services. Assists with the implementation of agreed remedies and preventative measures.
6. **Testing**
Reviews requirements and specifications, and defines test conditions. Designs test cases and test scripts under own direction, mapping back to pre-determined criteria, recording and reporting outcomes. Analyses and reports test activities and results. Identifies and reports issues and risks associated with own work.
7. **Applications support**
Assists in the investigation and resolution of issues relating to applications. Assists with specified maintenance procedures.
8. Other duties consistent with the classification of the position.
9. The role will at times require effort outside standard hours.
10. Complies with all ANU policies and procedures, in particular ANU Code of Conduct and those relating to work health and safety, and equal opportunity.

SELECTION CRITERIA:

1. Postgraduate qualifications and extensive relevant experience, or an equivalent combination of training and extensive relevant experience.
2. Demonstrated knowledge of, and extensive significant experience in, the understanding of contemporary large scale multi-user business solutions delivering services through on-premise platforms, utilizing cloud services, or via a hybrid model.
3. Demonstrated technical knowledge of and extensive significant experience in the development and/or support of IT systems and technologies, in particular of n-tier database driven web applications, and a demonstrated understanding of the entire application lifecycle including processes related to development, testing, change control, and operational support.
4. Proven commitment to client service and demonstrated high-level written and oral communication and interpersonal skills, including the ability to communicate clearly, consult, negotiate and liaise with colleagues in a team environment, with senior managers, and clients both internal and external to the organisation.
5. Demonstrated capacity for innovation, flexibility, and agility. Ability to exercise initiative and flexibility, embrace change, learn, contribute new ideas, and thereby contribute to innovation and process improvement within the organisation.
6. Demonstrated ability to participate and lead as an active member of teams, either virtual or physical, operational or project related, with membership drawn from within ITS, within ANU, or external representation.
7. A demonstrated high-level understanding of equal opportunity (EO) principles and a commitment to the application of EO policies in a university context.

Supervisor/Delegate Signature:		Date:	
Printed Name:		Uni ID:	

References:
[General Staff Classification Descriptors](#)
[Academic Minimum Standards](#)



Australian
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Pre-Employment Work Environment Report

Position Details

College/Div/Centre		Dept/School/Section	
Position Title		Classification	
Position No.		Reference No.	

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see . http://info.anu.edu.au/hr/OHS/___Health_Surveillance_Program/index.asp
Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

<ul style="list-style-type: none"> • Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a regular or occasional part of the duties. 			
TASK	regular	occasional	
key boarding	<input type="checkbox"/>	<input type="checkbox"/>	
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>	
NON-IONIZING RADIATION			
solar	<input type="checkbox"/>	<input type="checkbox"/>	
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	
infra red	<input type="checkbox"/>	<input type="checkbox"/>	
laser	<input type="checkbox"/>	<input type="checkbox"/>	
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>	
CHEMICALS			
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	
allergens	<input type="checkbox"/>	<input type="checkbox"/>	
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	
mutagens/teratogens/	<input type="checkbox"/>	<input type="checkbox"/>	
carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	
TASK	regular	occasional	
laboratory work	<input type="checkbox"/>	<input type="checkbox"/>	
work at heights	<input type="checkbox"/>	<input type="checkbox"/>	
work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	
noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>	
electricity	<input type="checkbox"/>	<input type="checkbox"/>	
IONIZING RADIATION			
gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>	
beta particles	<input type="checkbox"/>	<input type="checkbox"/>	
nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>	
BIOLOGICAL MATERIALS			
microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>	
potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>	
laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>	
clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>	
genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>	
immunisations	<input type="checkbox"/>	<input type="checkbox"/>	

OTHER POTENTIAL HAZARDS (please specify):

Supervisor's Signature:		Print Name:		Date:	
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