

## Network Administrator

### Statement of Duties

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<b>Position number:</b>	701858
<b>Award/Agreement:</b>	Tasmanian State Service Award
<b>Classification level:</b>	ICT Level 2 (General Stream, Band 5)
<b>Division/branch/section:</b>	Strategic Services / Information and Communications Technology / Infrastructure Services
<b>Full Time Equivalent (FTE):</b>	1.00 FTE (Minimum 0.80 FTE by negotiation)
<b>Location:</b>	Hobart
<b>Employment status:</b>	Permanent
<b>Ordinary hours per week:</b>	36.75 hours (Minimum 29.40 hours by negotiation)
<b>Supervisor:</b>	Manager Information Communications Technology

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#### Position Objective

To undertake a broad range of complex technical duties and project management tasks focussing primarily in the ICT area of computer networking, a critical area underpinning the day-to-day functioning of the department.

#### Major Duties

- Undertake analysis, design and development of infrastructure systems and hardware in support of departmental applications and other requirements.
- Undertake network analysis and design tasks in support of departmental projects.
- Install, upgrade, maintain and support major software and hardware systems including, but not limited to, networking hardware and software.
- Undertake complex system administration tasks associated with the departmental core systems.
- Undertake research and investigation of new technologies and provide recommendations on their suitability and introduction within the Department.
- Perform project management duties as required to meet Branch objectives.
- Provide authoritative technical advice to the Manager ICT.
- Perform any other assigned duties at the classification level that are within the employee's competence and training.

### **Responsibility, Decision-Making and Direction Received**

The occupant of the position is responsible for:

- ensuring expertise is effectively, and efficiently, applied to provide program and service delivery outcomes consistent with the section's operational practices and standards;
- providing leadership, instruction and guidance to less qualified or experienced associates in the specific discipline or area of expertise; and
- ensuring a safe working environment by complying with relevant Work Health and Safety (WHS) legislation, codes of practice and policies, procedures and guidelines issued under the Department's WHS Management System.

The decision making and direction received in relation to the role are:

- work is undertaken within established operational guidelines, systems and processes with limited guidance required in applying highly developed expertise to provide technical guidance to complex and challenging program activities; and
- the occupant exercises considerable independence in interpreting and evaluating the requirements and effectiveness of the operational program and service delivery according to the decision-making framework in order to meet service delivery requirements.

### **Knowledge, Skills and Experience (Selection Criteria) (in relation to the Major Duties)**

- In depth knowledge and demonstrated experience in the area of computer networking in LAN, Campus and WAN settings. Including, but not limited to design, implementation, maintenance, trouble-shooting and theory in/of: OS level configuration (Primarily Linux); physical connectors and wiring standards; wire level debugging of standard protocols; commodity networking hardware and operating systems (Primarily Juniper/JunOS); layer 2 theory, protocols and practice; static layer three routing; DNS maintenance and structure; and network level security enforcement (including Authentication, ACLS).
- The capacity to acquire an in depth knowledge in: Configuration of specific networking hardware used within the department (Juniper, Ubiquiti); Systems Administration (Linux); management of small projects; VOIP equipment and protocols; network orientated cyber-security orientated risk assessments; Layer 3 routing protocols, specifically OSPF, BGP and VXLAN with a focus on use in Data Centre/Cloud topologies; Wireless networking, including stand-alone WAP, Point to Point and Mesh topologies.
- Interpersonal and communication skills demonstrating an ability to provide clear and authoritative oral and written advice, reports and recommendations for complex activities. The ability to liaise effectively with specialists, senior staff and stakeholders and negotiate outcomes that meet specified requirements.
- The capacity to provide leadership, instruction and guidance to less qualified or experienced associates and the ability to work as a member of a team.
- Proven ability to make informed decisions, recommendations and/or implement alternative methods of approach to provide operational solutions for program and service delivery requirements.

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- Well developed organisational skills with a proven capacity to work autonomously, determine priorities and deal with competing demands within limited time frames. Proven ability to exercise initiative, flexibility and creativity to meet complex operational challenges.

## Desirable Qualifications and Requirements

- An appropriate qualification at tertiary level, relevant to the nature of the work to be undertaken.
- A current motor vehicle driver's licence.

## Department's Role

The **Department of Primary Industries, Parks, Water and Environment (DPIPWE)** is responsible for the sustainable management and protection of Tasmania's natural and cultural assets for the benefit of Tasmanian communities and the economy. The Department's activities guide and support the use and management of Tasmania's land and water resources and protect its natural and cultural environment. The Department is also responsible for delivering the services that support primary industry development and the protection of the State's relative disease and pest-free status.

Under Tasmania's emergency management arrangements DPIPWE is the management authority (lead agency) for various aspects of the management of biosecurity emergencies (includes exotic animal, plant and marine disease and pest emergencies), environmental emergencies (includes marine pollution spills), fire in national parks and other reserves, floods from dam failure and sea inundation from storm surge. In regard to those types of emergency prevention, preparedness and response activities are core business of this agency and potentially may involve all staff in some way.

The Department's website at [www.dpipwe.tas.gov.au](http://www.dpipwe.tas.gov.au) provides more information.

## Working Environment

Employees work within an environment that supports safe work practices, diversity and equity with employment opportunities and ongoing learning and development. We are committed to valuing and respecting each other as colleagues and peers. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our customers with respect. We do not tolerate discrimination, harassment or bullying in the workplace.

DPIPWE has a culture of zero tolerance towards violence, including any form of family violence. We will take an active role to support employees and their families by providing a workplace environment that promotes their safety and provides the flexibility to support employees to live free from violence.

There is a strong emphasis on building leadership capacity throughout DPIPWE.

The expected behaviours and performance of the Department's employees and managers are enshrined in the *State Service Act 2000* through the State Service Principles and Code of Conduct. These can be located at [www.dpac.tas.gov.au/divisions/ssmo](http://www.dpac.tas.gov.au/divisions/ssmo).

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**Special Employment Conditions**

Some intrastate and interstate travel may be required.

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**Approved by:**

A handwritten signature in blue ink, appearing to be 'R. Smith', is written over a faint, light blue circular stamp.

**Date:** 1 April 2020