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### Position Description

<b>Position Title:</b>	Database Administrator
<b>Position Classification:</b>	Level 7
<b>Position Number:</b>	318136, 318138, 318139
<b>Faculty/Office:</b>	University IT
<b>School/Division:</b>	Enterprise Applications
<b>Supervisor Title:</b>	Manager, Database Service
<b>Supervisor Position Number:</b>	318127

### Your work area

UWA is making significant investments in the Information and Technology Services to enable its strategic direction and goals. UWA is also looking to utilise technology advancements to expand its services and create new and innovative teaching and research models.

Robust, flexible, integrated and agile enterprise architecture, information and technology services are vital to enabling the university strategic objectives.

### Reporting structure

Reports to: Manager, Database Services

### Your role

As the appointee you will work independently and be responsible for the performance, integrity and security of the University's databases, ensuring that database performance is not hindered and performance standards adhere to service level agreements set with the University. You will also be responsible for the environment set up and administration for application, database and web servers.

### Your key responsibilities

Manage the design, configuration, implementation and administration of database and web architecture as required to support University systems

Manage technical configuration and upgrades of nominated business systems

Monitor operations, conduct problem analysis and determine resolutions for processing, performance, accessibility and recoverability issues.

Follow industry trends and maintain knowledge of technologies relevant to the area

Create and maintain relevant application and process documentation

Manage priorities across day to day operations and projects and report to stakeholders as necessary

Consult with, provide advice to, and support relevant personnel regarding database and web architecture

Embed a culture of service excellence, innovation and continuous improvement founded on cohesiveness, team work and flexibility

Other duties as directed

### **Your specific work capabilities (selection criteria)**

Relevant tertiary qualification or equivalent competency

Sound knowledge of database and web architecture implementations (particularly SQL Server, MySQL, Oracle, WebLogic, IIS etc.)

Substantial relevant computing experience in implementation of business solutions

Experience in problem analysis and resolution including performance issues and backup and recovery

Highly developed written and verbal communication skills

Highly developed organisational skills and demonstrated ability to set priorities and to meet deadlines

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email

Demonstrated understanding of Linux and Windows OS platforms and cloud services including OS commands and scripting

Demonstrated ability to self-educate and research creative solutions to operational issues

Proven ability to work co-operatively and collaboratively in a team

Ability to adapt to changing priorities

Working knowledge of the Higher Education sector is desirable

### **Special requirements (selection criteria)**

Some after hours and weekend work may be required

Current National Police Clearance Certificate

### **Compliance**

Workplace Health & Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements. Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

Inclusion & Diversity

All staff members are required to comply with the University's Code of Ethics, Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at <http://www.hr.uwa.edu.au/policies/policies/conduct/code>, <http://www.web.uwa.edu.au/inclusion-diversity>.

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### Position Description

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<b>Position Classification:</b>	Level 8
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<b>Faculty/Office:</b>	University IT
<b>School/Division:</b>	Enterprise Applications
<b>Supervisor Title:</b>	Manager, Database Services
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### Reporting structure

Reports To: Manager, Database Services

### Your role

As the appointee you will work independently and manage the performance, integrity and security of the University's databases, ensuring that database performance is not hindered and performance standards adhere to service level agreements set with the University. You will also be responsible for the environment set up and administration for application, database and web servers.

### Your key responsibilities

Research and develop solutions to issues related to web architecture, database and application implementations

Review, recommend and implement database and web architectures to support nominated business systems

Monitor industry developments and recommend adoption of new techniques or processes where beneficial to UWA

Recommend, design and implement additions and updates to operational standards including procedural and system documentation

Mentor team members and provide advice to colleagues regarding database and web server topics

Manage priorities across day to day operations and negotiate with stakeholders regarding project scope and timescales

Embed a culture of service excellence, innovation and continuous improvement founded on cohesiveness, team work and flexibility

Other duties as directed

### **Your specific work capabilities (selection criteria)**

Relevant tertiary qualification or equivalent competency

Thorough knowledge of database and web technical architectures and integration techniques (particularly SQL Server, MySQL, Oracle, WebLogic, IIS etc.)

Substantial experience in recommending, planning and executing database/web architecture changes to support implementations and upgrades

Demonstrated experience in developing operational standards

Demonstrated experience in coordinating activities across multiple disciplines and within the DBA team

Excellent written and verbal communication skills

Excellent organisational skills and demonstrated ability to set priorities and to meet deadlines

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email

Highly developed problem analysis and critical thinking skills with practical experience in problem analysis and resolution

Demonstrated expertise in Linux and Windows OS platforms **and cloud services** including OS commands and scripting

Demonstrated ability to self-educate and research creative solutions to operational issues

Ability to negotiate variations to timescales and recommend revisions to priorities

Working knowledge of the Higher Education sector is desirable

### **Special requirements (selection criteria)**

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