

Department of State Growth

Statement of Duties

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| Position Title: | Senior Administrator – Unix Hosting |
| Position number: | 371626 |
| Award/Agreement: | Tasmanian State Service Award |
| Classification level: | Information and Communication Technology Level 3 (ICT3) |
| Division/branch/section: | Business Services/ ICT & Spatial Services / Corporate Technology Services |
| Location: | Hobart |
| Employment status: | Flexible |
| Supervisor: | Team Leader, ICT Infrastructure Services |

Position Objective

As a member of the Hosting Infrastructure Team, design, implement and support the Department of State Growth's enterprise Linux/Solaris hosting platforms and assist in managing and supporting associated corporate networks and ICT infrastructure.

Major Duties

- Design, implement, configure, maintain, remediate and enhance Linux/Solaris infrastructure, both physical and virtual on-premise VMware and emerging Microsoft Azure ICT environment.
- Design, implement and maintain shell and Python scripts in the Linux/Solaris environments.
- Develop and maintain high level technical documentation including system designs, configuration records, operational procedures, and technology briefs. Work with the Team Leader, ICT Infrastructure Services to research and develop documentation for business audiences including options papers, business cases, technical policies, capacity planning and strategic directions.
- Manage concurrent workstreams in a highly dynamic work environment to ensure outcomes are delivered within time and budget expectations.
- Research, analyse and report on new and emerging technologies that may provide a benefit to Agency ICT capabilities. Work with ICT team members, vendors and stakeholders to develop implementation plans to deliver effective technical solutions and business outcomes.
- Manage suppliers and vendor technical support;
- Provide expert technical advice and assistance to the IT Service Desk and on other projects that have an ICT enabling component.
- Assist in the day-to-day operations and administration of the Department's corporate Linux/Solaris hosting platforms and networks including installing, configuring, maintaining, upgrading, diagnosing and remediating these systems and their subcomponents.

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

Under the general supervision of the Team Leader, work autonomously and collaborate with ICT teams to complete tasks in line with current and emerging ICT best practice.

Selection Criteria (Knowledge and Skills):

1. Demonstrated high-level knowledge and experience in the technical support, problem resolution and diagnostics of enterprise Linux based operating systems, IT infrastructure and facilities that provide application hosting in a mission-critical, client-focused business environment including experience and skills in designing, coding and maintaining Shell and Python scripts for system integration and automation of system operations.
2. Knowledge and experience in network management and related technologies (TCP/IP networks, routing concepts, firewalls, proxy servers, switches, DNS, SMTP, VLANs and DHCP).
3. Demonstrated high level project management skills together with self-management and the ability to manage resources, priorities and change to deliver quality outputs within specified timeframes and budgets.
4. High-level research, analytical and evaluative skills, including the ability to resolve complex technical issues and fault diagnosis within a corporate ICT hosting environment that falls in line with the ICT strategic directions of the department and Government.
5. High-level communication, negotiation and conflict resolution skills and an ability to develop and sustain successful relationships with stakeholders including senior managers, team members, clients and suppliers.

Position Requirements

Pre-employment

- Nil

Essential

- Nil

Desirable

- Relevant tertiary qualifications or industry recognised qualifications in information science or a related discipline.
- A current full car driver licence

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 \(http://www.stategrowth.tas.gov.au/\)](http://www.stategrowth.tas.gov.au/) provides more information.

Our department is a diverse, inclusive and flexible workplace that enables our people to contribute to their full potential. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our clients with respect.

State Growth is a values-based organisation. Our aim is 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; *our decisions* which are based on sound principles; and *our 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 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. State Growth has zero tolerance to violence, including violence against women and any form of family violence. We will take an active role to support employees and their families by providing a workplace that promotes their safety and provides the flexibility to support employees to live free from violence.

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)
