# Department of State Growth

# Statement of Duties

Position Title: Senior Database and Middleware Administrator

Position number: 371791, 372718, 372559, 705415

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

Employment status: Flexible

Supervisor: Manager Corporate Application Services

### Position Objective

Provide specialist technical database and middleware expertise to support core information asset holdings. Provide hosting support and administration of a range of business applications, relational databases, middleware, and software control systems.

Liaise between Agency information providers, business units and data custodians on information management and technology issues.

### Major Duties

* In conjunction with other team members, formulate 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 provide specialist advice for tasks related to the databases, other middleware products, security and communication pertinent to information holdings and corporate application software.
* Undertake 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 and .NET platforms;
* 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;
* 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.
* Research and analyse technical options and prepare authoritative and comprehensive technical reports including recommendations for future business-specific application direction.
* Manage, prepare and maintain high-quality documentation to support the operations of database and middleware support services and corporate application hosting.
* Establish and maintain cooperative relationships and liaise between agency information providers, business units, data custodians and contractors. Participate in working parties and external committees to negotiate and influence 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 in line with Departmental operational guidelines, policies and objectives.

A high level of client service is required to deliver corporate application services. The position operates and is accountable to the Manager Corporate Application Services under limited supervision.

### Selection Criteria (Knowledge and Skills):

* Demonstrated high-level experience in the delivery of database administration services using Microsoft SQL Server, middleware administration along with associated tools and technologies.
* 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.
* 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.
* 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.
* A proactive work style with highly developed interpersonal communication skills and the ability to liaise and negotiate effectively and persuasively with senior management, clients, and contractors.

### Position Requirements

#### Pre-employment

* Nil

#### Essential

* Nil

#### Desirable

* An appropriate tertiary qualification in a relevant discipline (eg. Computer Science or Information Technology, etc).
* Experience with administrating the following technologies: Microsoft Windows Server, Unix server, Azure IaaS hosting fundamentals, Apache Web Server, IIS applications, Wildfly/Java Application Server, 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/)](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; 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 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](http://www.dpac.tas.gov.au/divisions/ssmo))

**Approved** Director ICT & Spatial Services **Date**

**Classification approved**