



## JOB DESCRIPTION FORM

### Position details

Position title	Supervising Analyst Programmer
Classification/Level	Level 5
Award/Agreement	Public Sector Award 1992, Public Service and Government Officers General Agreement 2014 Department of Fisheries Agency Specific Agreement 2014 Public Service Allowances (Fisheries and Wildlife Officers) Award 1990
Position number	16163
Branch	Stock Assessment and Data Analysis
Division	Research
Physical location	Hillarys
Effective date	31 May 2016

### Reporting relationships

This position reports to Research Data Manager 1818 Level 6.

Direct Reports to this position: 4.

### About us

The Department of Fisheries manages Western Australia's fish, marine and the freshwater fisheries and the habitats on which they depend. We aspire to be recognised and respected by the WA community for our leadership in fisheries and aquatic resource management. The Department's purpose is to deliver sustainable management and development of the State's fisheries and aquatic resources by being responsive, resilient and results-focused.

The major objectives of the Department are to:

- Ensure WA's fish stocks and aquatic ecosystems are sustainable.
- Achieve an optimum balance between ecological, economic and social considerations in management decisions that deliver sustainable fish stocks and aquatic ecosystems.
- Promote effective strategic alliances and community stewardship
- Achieve effective and efficient use of resources to support the delivery of business outcomes.

## Our values

- **Excellence** in everything we do
- **Unity** by working together for a common purpose
- **Respect** through working with integrity and courtesy
- **Innovation** by developing new ways and embracing change
- **Leadership** by showing the way

## Objectives of position

- Assists in the design and development of appropriate technical architecture solutions to meet business objectives and technical requirements. Supports on-going requirements and improvement opportunities.
- Supervises a small team to meet operational needs of the section.

## Key responsibilities

### MANAGEMENT

- Provides advice to the Manager Research Data of on-going requirements and improvement opportunities.
- Provides guidance and supervision to staff in undertaking their day to day activities.

### SERVICE SUPPORT

- Provides first level support by diagnosing and resolving reported incidents.
- Ensures incidents are accurately recorded, monitored and that actions are documented to provide timely resolution and closure of incidents.
- Ensures adherence to documented solutions for existing issues.
- Ensures that solutions to new issues are documented and communicated to relevant ICT team members.

### OPERATIONAL SUPPORT

- Assists in the definition and design of appropriate technical architecture solutions to meet business objectives and technical requirements.
- Delivers secure and effective .Net application and data architecture using Object-Orientated methods and industry best practice to meet business objectives and technical requirements.

- Prepares relevant specifications and documents including design specifications and system handover documents.
- Responsible for building and reviewing software components and code, which comply with the application architecture and design.
- Identifies technical scope variations and provides estimates to implement these variations.
- Provides advice on effective ways to package technical solutions including where applications reside, capacity requirements, operating systems and other infrastructure tools and platforms needed to deliver services.
- Undertakes configuration and release management across business application developments.
- Assists in gap analysis.
- Resolves application technical issues arising on a service request or during project involvement.
- Assists in the development and implementation of application design guidelines and standards.
- Reviews and provides advice on relevant technical documents including application, data and network infrastructure.

#### **CLIENT REQUIREMENTS**

- Liaises with clients to identify, diagnose, and resolve business user needs within agreed times whilst balancing existing work commitments.

#### **OTHER**

- Keeps abreast of developments in Information Management, Information Technology and telecommunications.
- Other duties as required.

## **Work related requirements**

#### **ESSENTIAL**

1. Demonstrated ability using software development methods and best practice to create and maintain database in RDBMS in particular MS Access and SQL Server.
2. Demonstrated ability using knowledge of the software development lifecycle to create and maintain code written in C# or VB in internet .NET solutions and VBA in MS Access databases.
3. Demonstrated ability to communicate technical Information Technology issues in terms that can be understood by a wide range of audiences.
4. Demonstrated ability, while working under limited direction, to use initiative in resolving problems and meeting deadlines, and to provide supervision to a small, multi-disciplinary team.

#### **DESIRABLE**

5. Demonstrated experience in the delivery of complex, secure and reliable .Net applications within a large, diverse organisation.

6. Demonstrated experience in the development and maintenance of technical documentation and manuals.
7. Honours degree in relevant field or appropriate technical qualifications in relevant field.
8. Knowledge of fisheries management in Western Australia.

## Special equipment/requirements

NIL.

## Certification

The details contained in this document are an accurate statement of the duties, responsibilities and requirements of this position.

## Division Head

Signature:

  
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Date:

3, 6, 2016

Position Title:

ODOR  
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