

JOB DESCRIPTION FORM

2006/845/2

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| **SECTION 1 - OFFICE IDENTIFICATION** | | | | | EFFECTIVE DATE OF  DOCUMENT: Revised January 2017 |
| DEPARTMENT OF  SPORT AND RECREATION | |  | CLASSIFICATION  Level 5 | | OFFICE No.  2ISM502P |
| DIVISION | BUSINESS MANAGEMENT |  | TITLE | Cloud Administrator | |
| BRANCH | INFORMATION MANAGEMENT |  |  |  | |
| SECTION | INFORMATION TECHNOLOGY SERVICES |  | CONDITIONS OF EMPLOYMENT  Public Service Award 1992 and prevailing Public Service and Government Officers General Agreement | | |

**SECTION 2 - REPORTING RELATIONSHIPS**

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| Title  Classification | Chief information Officer  LEVEL 8 |  |  |
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|  | Responsible to |  |  |
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| Title  Classification | Lead Cloud Architect  LEVEL 6 |  | Other offices reporting directly to this office.  Title & Classification: |
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|  | Responsible To |  | Cloud Deployment Specialist – L4  MOE Deployment Specialist – L3  Service Desk Officer – L2 |
|  |  |  |  |
|  | THIS OFFICE |  |  |

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|  | Offices under direct responsibility |  |
| Title | Classification | Number of FTE’s Supervised and controlled:  NIL |
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SECTION 3 - KEY RESPONSIBILITIES

State briefly the key responsibilities or prime functions of the job.

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| Manages, administers and supports the department’s networking, telecommunications, computer and virtual server infrastructure and our presence in the cloud. Provides advanced support for the departments primary systems and servers in addition to implementing and managing information security practices. Involved with key ITS projects to ensure adoption of latest technical trends and their application within the departments business information systems. |

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| Classification  Assessment |  |  |  |  |  |  |  |  |  |  |  |

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| SECTION 4 - STATEMENT OF DUTIES | | | EFFECTIVE DATE OF  DOCUMENT: Revised January 2017 | | |
| TITLE  Cloud Administrator | | CLASSIFICATION  Level 5 | OFFICE No.  2ISM502P | | |
| BRIEF SUMMARY OF DUTIES TO BE PERFORMED LISTED IN DESCENDING ORDER OF IMPORTANCE. | | | | | |
| Duty No. | Details | | | Freq | % |
| **1**  1.1  1.2  1.3  1.4  1.5  1.6  **2**  2.1  2.2  2.3  2.4  2.5  2.6  2.7  2.8  **3**  3.1  3.2  3.3  **4**  4.1  4.2  **5**  5.1  5.2 | **NETWORK AND SYSTEMS & CLOUD ADMINISTRATION**  Performs network administration functions, including acquisition, installation, configuration, systems backup and support of corporate servers.  Configures and troubleshoots software and hardware products at an advanced level.  Manages and maintains the department’s virtualised environment, blade infrastructure and cloud environment.  Manages security issues, backups, restoring data, installing security patches, updating firmware and monitoring environmental for key systems.  Responsible for maintaining departmental security functions including detection of intruders and recommending action to prevent unauthorised access.  Monitors and reports on the utilisation and performance of the departments infrastructure and information systems  **INFORMATION SYSTEMS**  Implements new IT systems and maintains existing systems to satisfy user requirements.  Provides assistance and advice to ICT Manager on the analysis, design and use of IT systems.  Plans, schedules and estimates the cost of new hardware and software projects.  Manages system development projects and supervises users and/or contractors.  Undertakes the testing and implementation of new or enhanced computer systems ensuring proper change management practices are implemented.  Assists with the development and implementation of key documentation such as system architecture, device commissioning and network topology diagrams plus more.  Assists with defining departmental standards including naming conventions, documentation standards, security, back-up and recovery procedures.  Information systems analysis, design and specifications of information systems including feasibility studies and systems proposals  **CLIENT AND TECHNICAL SUPPORT**  Assists and advises IT Helpdesk staff in supporting clients with Information Technology related problems  Plans, controls and organises resources, tasks and their priority to ensure that projects are delivered on time, within budget and meet client’s needs.  Maintains effective communication with project clients and stakeholders. Develops specifications and assists in the selection and performance evaluation of information resources, including equipment, software and contract staff**.**  **DATABASE ADMINISTRATION**  Responsible for the availability and integrity of in-house databases.  Monitors database performance and tunes critical parameters to optimise effectiveness.  **OTHER**  Maintains an awareness of developments in the IT industry.  Undertakes other duties as required.  *FREQUENCY: D-Daily; W-Weekly: F-Fortnightly: M-Monthly; O-Occasionally or as required; A-Annually.* | | | **D**  **D**  **D**  **W**  **W** | **40**  **25**  **15**  **15**  **5** |

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| SECTION 5 - SELECTION CRITERIA | | EFFECTIVE DATE OF  DOCUMENT: Revised January 2017 |
| TITLE  Cloud Administrator | CLASSIFICATION  Level 5 | OFFICE NO.  2ISM502P |
| EACH CRITERION TO SPECIFY WHETHER ESSENTIAL OR DESIRABLE | | |
| **ESSENTIAL**   1. Comprehensive experience in the installation, configuration, maintenance, monitoring, tuning, backup and recovery of Microsoft Desktop and server eco-system including the cloud and azure. 2. Comprehensive experience in the installation, configuration, maintenance, monitoring, tuning, backup and recovery of virtualized environments, specifically VMware vSphere operating systems and azure. 3. Knowledge and experience in information technology network systems, monitoring and reporting software, firewalls and security applications, routers, switches, azure and server hardware. 4. Understanding of information and computer security practices and principles. 5. Comprehensive experience in the support and management of Microsoft Exchange and IIS web server application environments. 6. Sound analytical and conceptual skills and the ability to resolve complex technical problems. 7. Good verbal, written and interpersonal communication skills for liaising with internal and external clients to identify needs and develop plans. | | |

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| **SECTION 6 - APPOINTMENT FACTORS** | | | EFFECTIVE DATE OF  DOCUMENT: Revised January 2017 |
| TITLE  Cloud Administrator | CLASSIFICATION  Level 5 | | OFFICE No.  2ISM502P |
| LOCATION AND ACCOMMODATION  State location of the position. If accommodation is available give details such as departmental/G.E.H.A., free/rental, etc. | LOCATION  ACCOMMODATION | Perth  N/A | |
| ALLOWANCES/SPECIAL CONDITIONS  State Allowances and conditions applicable | Some out of hours’ work may be required  **A current National Police Certificate application will be required prior to commencement of employment, as per DSR Police Clearance Policy.** | | |
| SPECIALISED EQUIPMENT OPERATED  Specify type of equipment, make and model, operated. | IBM/compatible personal computers  System Backup Equipment  LAN Equipment  C Class drivers licence | | |

**SECTION 7 - CERTIFICATION**

(i) The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

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|  | **BRANCH/DIVISION HEAD** |  | **DIRECTOR GENERAL** |
| SIGNATURE |  | SIGNATURE |  |
| DATE |  | DATE |  |

(ii) As occupant I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

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| NAME | SIGNATURE | DATE APPOINTED | DATE |
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