



JOB DESCRIPTION FORM

Position Details

Position Title	System and Network Administrator
Position Number	12353
Classification	Level 5 (PSGOGA 2017)
Division	Corporate Services
Branch	Information Technology
Date Effective	9/01/2018

Reporting Relationships

Supervisor/Manager	Information Technology Manager L7
Direct Reports	Information Technology Analyst L3 Information Technology Officer L2 x2

Overview of the Position

The Systems and Network Administrator ensures the high availability of the ODPP's server and network infrastructure to support business IT requirements.

The Systems and Network Administrator plans and implements effective solutions to meet current and future server, network, desktop and mobile technology for the provision of IT services to meet business objectives.

The Systems and Network Administrator also supervises and coordinates the desktop team to ensure effective service delivery.

Mission Statement

Mission

Our mission is to provide a fair and just criminal prosecution service for the people of Western Australia.

Vision

Our vision is to provide the highest quality prosecution service for the people of Western Australia.

Values

We are committed to applying the core values of justice, excellence, accountability, respect, independence, integrity and leadership to achieving our vision.

Culture

We strive to maintain a culture within which the people who make up the ODPP team are valued above all else. Those people are vital to the delivery of a prosecution service of the highest quality. We value a culture in which people treat each other with respect and in which people are provided with optimal training, knowledge and information: so they can perform their particular roles within the whole team to the very best of their ability. Further, we value a culture which provides mentoring, supervision and management of people, so that they are supported in their development and provided with equitable opportunity to achieve their career aspirations at the ODPP. By a culture which values teamwork, respect and support for each other, and which values providing people with the knowledge and opportunity to develop, we will be best placed to achieve excellence in the performance of the functions of the DPP.

About the ODPP's Legal Practice

The ODPP is an agency within the WA Public Sector. It operates independently of the Government and reports to Parliament through the Attorney-General. It is a critical participant in the administration of justice in the State of Western Australia.

The ODPP's core legal practice involves the prosecution of charges of indictable offences in the Supreme and District Court jurisdictions. However, the legal practice extends well beyond those limits.

The practice includes:

- managing the prosecution of indictable offences and appearing at disclosure/committal hearing stage of proceedings at Perth Magistrates Court
 - conducting appellate proceedings on behalf of the State of Western Australia which arise from the prosecution of indictable offences
 - managing the prosecution of indictable offences and appearing at proceedings at the Stirling Gardens Magistrates Court
 - taking proceedings which arise under the Criminal Property Confiscation Act 2000
 - prosecuting charges before the Perth Children's Court and prosecuting indictable offences before the President of the Children's Court elsewhere in Western Australia
 - providing high level assistance to the WA Police Prosecuting Division
 - prosecuting some charges at Magistrates Court
 - considering requests by WA Police to secure the extradition of persons required to answer charges of indictable offences in Western Australia
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Job Description

KEY RESULTS AREA	OUTCOMES
<p>System and Network Administration</p>	<ul style="list-style-type: none"> • Responsible for administration of the Department’s server, storage and network infrastructure. • Manage and monitor the Department’s computer systems and applications, ensuring the ongoing confidentiality, integrity and availability of information system and services. • Manage and monitor the security of Windows servers and desktop clients including installation and maintenance of security patches, hot fixes and software updates. • Manage and maintain the department’s virtualised environment. • Manage and maintain the department’s Office 365 and cloud environment. • Monitor the capacity/availability and performance of servers and advice on required software and hardware upgrades. • Manage licenses for all server and network infrastructure software. • Responsible for the backup and recovery of all required application and server software and data. • Assist in producing reports on networks, systems, security, servers and hardware activity. • Participate in the development of policies, procedures and resources to standardise the functioning of the server and network infrastructure. • Maintain inventory and documentation of applications, systems and network equipment. • Apply appropriate change control procedures to ensure server management and support documentation is created for new servers and kept up-to-date for existing servers. • Liaise with vendors and external contractors in relation to the installation and support of system and networks. • Enforce IT standards and educate employees about compliance issues. • Manage projects for the evaluation and implementation of new systems and hardware.
<p>Team Supervision</p>	<ul style="list-style-type: none"> • Ensure that an effective service is delivered by appropriately managing, supporting and leading the desktop team. • Supervise the operation of the team through allocating and delegating work and undertaking performance development.
<p>Team Building</p>	<ul style="list-style-type: none"> • Actively participate in and contribute to the positive development, management and achievements of the ICT team’s objectives and participates in the development of junior ICT staff members.
<p>Continuous Improvement</p>	<ul style="list-style-type: none"> • Contribute to, and implement, continuous improvement strategies within the ODPP. • Open to reflective practice and professional scrutiny and persuasion.
<p>Workplace Behaviours</p>	<ul style="list-style-type: none"> • Demonstrate ethical behaviour in all dealings with colleagues and stakeholders. • Comply with the Public Sector Code of Ethics and the ODPP’s Code of Conduct. • Demonstrate commitment to the core values of the ODPP.

Work Related Requirements

Essential:

COMPETENCY	DESCRIPTION
Technical Experience	<ul style="list-style-type: none"> • Comprehensive experience in the installation, configuration, maintenance, monitoring, tuning, backup and recovery of Microsoft Windows Operating Systems. • Comprehensive experience in the installation, configuration, maintenance, monitoring, tuning, backup and recovery of virtualised environment, specifically VMware vSphere. • Knowledge and experience in network systems, monitoring and reporting software, proxies and firewalls, switches, storage, and server hardware. • Understanding of information and computer security practices and principles. • Experience in support and management of Microsoft Exchange and Exchange Online. • Knowledge and experience in Office 365 and cloud technologies.
Relationship Management	<ul style="list-style-type: none"> • Highly developed communication and interpersonal skills including the ability to maintain productive relationships with internal and external stakeholders.
Organisational Skills	<ul style="list-style-type: none"> • Demonstrated skills to organise workloads, timeframes and to prioritise in order to ensure the high level of availability of systems.
Leadership	<ul style="list-style-type: none"> • Demonstrated ability to manage the daily work of a team to meet priorities and outcomes within set timeframes. • Is approachable and demonstrates inclusive, respectful team interactions.

Desirable:

COMPETENCY	DESCRIPTION
Qualifications	<ul style="list-style-type: none"> • Possession of, or progress towards, a tertiary degree in a computer related discipline.
Experience	<ul style="list-style-type: none"> • An appreciation of the Australian justice system and/or legal environment.

Certification

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

Signature



 Director Corporate Services

Date 09 January 2018