



Position Description

Position Title:	Database Administrator	Classification Level:	5
Position Number:	31104, 3111	Reports to:	Infrastructure DBA/Apps Technical Lead L6
Directorate:	Service and Invest	Supervises:	0 FTE
Branch/Section:	Technology Services / Infrastructure Support	Location:	Perth Metropolitan Area

Our Values

Empathy

We listen and understand all perspectives and are fair, authentic and compassionate

Clarity

We are clear on our purpose and role, and how we develop, inspire and improve

Accountability

We act with integrity and courage, embracing our collective responsibility and honouring our commitments

Respect

We treat everyone with dignity, recognise contributions, foster collaboration and value diversity

Role Summary

The Database Administrator is responsible for providing Business as Usual (BAU) and project-based support to ensure the availability, performance, security and integrity of databases used at the Department of Housing and Works (DHW) for cloud databases. This will include proactive monitoring and capacity planning.

Responsible for the key areas of database administration, including but not limited to configuration management, security rules implementation, automation, monitoring and tuning, data custodian management, troubleshooting, and backup.

IT Change deployments which may occur during out-of-business hours or over weekends.

Responsibilities

- Assist in the planning and execution of business improvement initiatives to achieve outcomes.
- Provide technical Subject Matter Expertise in database administration, for cloud environments.
- Provide sound customer engagement in order to deliver high quality services and system performance.
- Manage, support and administer ICT database infrastructure, software, security and communication services in accordance with standards to ensure optimal performance and taking necessary actions to continuously improve these services.
- Responsible for the batch processing and the delivery of change and release management for all the configuration items according to the established guidelines.
- Responsible for the development and the currency of ICT standards and procedures materials and versions control of all objects related to ICT Services.



- Undertake project/initiative activities as directed, including the development of specifications and technical research in order to achieve outcome as required.
- Report against performance metrics to highlight areas where changes are required for enhancing business performance and efficiency.
- Responsible for sharing technical expertise and supporting team members in developing a continuous improvement environment.
- Provide training and instruction as required and directed by team leaders.
- Consult and collaborate with business stakeholders, support services and teams.
- Liaise with vendors/contractors to ensure industry compliance, quality and value for money.
- Escalate issues to internal and/or external service providers to minimise adverse impact of systems availability on business continuity while keeping team leaders and management informed.
- Provide direction, guidance, and technical expertise to others.
- Monitor and support the SLAs to meet security requirements.
- Safeguard and enforce data security protocols, encompassing access controls, encryption, and auditing.
- Demonstrate the values in all interactions to contribute towards a values-led organisational culture.
- Demonstrate the expected leadership behaviours and mindsets in the context of Personal Leader.
- Perform other duties as required.

Essential Requirements

- Demonstrated strong technical skills in managing and supporting a broad range of technologies in a cloud-based environment, particularly in database administration.
- Demonstrated ability to apply database innovative technologies to develop, support and continually improve in an enterprise cloud-based environment.
- Well-developed communication, interpersonal and negotiation skills with ability to liaise and deliver a customer-centric service.

Desirable Requirements

- Possession of a relevant industry or tertiary qualification or demonstrated active progression towards same or a minimum of 3 years relevant industry experience. Experience will ideally include enterprise level Oracle and SQL Server database Environments for cloud environments.
- Knowledge of ITIL best practices particularly in the areas of incident, problem change, service request, configuration, and service delivery management.

Leadership Context

We believe all our people are leaders. We consider leadership to be critical to the success of the Department and the public sector and, to support this, we have adopted **Leadership Expectations**. This role operates in the Personal Leadership context. It is essential that you demonstrate the expected behaviours in the context of the role (additional detail provided in separate attachment).

- **Lead collectively:** Seek and build key relationships, work together, and focus on the greater good.
- **Think through complexity:** Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.



- **Dynamically sense the environment:** Be in tune with the political, social, and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.
- **Deliver on high leverage areas:** Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.
- **Build capability:** Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.
- **Embody the spirit of Public Service:** Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interest of the public good.
- **Lead adaptively:** Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.

Pre-employment Requirements

Australian Permanent Residency is a minimum requirement for permanent appointment to the WA Public Sector. For a fixed term contract or casual appointments, applicants require a valid Work Visa for the duration of the entire term.

Appointment is subject to 100 point identification check and Criminal Records Screening clearance.

Certification

Verified by: K.Pallotta, HR Consultant, March 2026

Classification Evaluation Date: July 2019