



## Job description

### Office of the Government Chief Information Officer

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Position number 00030582

Senior Systems Administrator

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#### Position details

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Classification/level	Level 5
Award/agreement	PSA
Organisation unit	Office of the Government Chief Information Officer
Physical location	West Perth
This role supervises (FTE)	0

#### Reporting relationships

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Supervisor	
Position number	00030523
Position title	Senior Project Manager
Classification/level	Level 7

#### Key work description

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This position will configure and maintain software automation systems and provide effective technical support to ensure that solutions are fault tolerant, secure, scalable and adequately investigated, administered and supported.

#### Organisational context

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This is a sub department of the Department of Finance.

The objectives of the Office of the Government Chief Information Officer are to collaborate with government departments and industry to stabilise cost, increase value for money and minimise risk in the delivery of Information Communications Technology (ICT) across the Western Australian public sector by:

- Leading, influencing and advising on certainty and governance of ICT projects and implementations;
- Establishing and driving a whole of government ICT strategy, policies and reform agenda;
- Identifying and advising on ICT innovations which will support and enhance government services to meet business and community needs;
- Promoting ICT standardised approach across government; and
- Implementing frameworks that improve public sector capability and capacity.

#### Role of the Office of the Government Chief Information Officer

Leads the development and implementation of a strategic ICT plan that creates a shared vision of the future state of ICT in Western Australia.

Stabilises the cost and defined level of risk across major government ICT departments/projects to reduce wastage and cost with immediate effect.

Identifies opportunities for government to make greater use of flexible, consumption based ICT solutions as a means of meeting business and community demands and to reduce exposure from complex ICT investments.

Drives a change agenda for the use of smarter approaches to ICT procurement that adapt to the rapid pace of changes in today's technological environment.

Establishes and monitors sector wide ICT benchmarks to identify opportunities for collaboration and savings.

Examines the feasibility of innovative ICT service delivery models to drive the use of technology as an enabler for the delivery of better services.

Drives standardised approaches across government in relation to technology, project delivery methodology, cost oversight (controls) and procurement.

## **Work description**

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### **Systems and web services administration (technical)**

- Manages the performance, capacity and recovery of application system servers, web services, databases and networks (e.g. AWS, Linux, MySQL, CMS systems), and recommends corrective actions.
- Monitors and evaluates on network technologies, including firewalls, load balancers, content delivery networks and advises on required maintenance and upgrades.
- Administers change and incident control procedures; responsible for the development and standards of change requests.
- Manages the installation, configuration and maintenance of the Office's scalable, fault tolerant and secure software systems and infrastructure.
- Provides high level assistance in solving queries and technical problems relating to servers and applications within an Infrastructure as a Service environment.
- Administers the Office's content management systems to control the production and ongoing development of departmental websites; ensures WCAG2.0 accessibility compliance.

### **Other**

- Develops and maintains an awareness of emerging trends and technologies for assessment and potential implementation.
- Performs other duties as directed.

This position applies equal opportunity, occupational safety and health and ethical principles and practices in all aspects of this role whilst assisting in providing a fair, safe, enjoyable and innovative workplace.

## **Work related requirements**

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The below criteria should be addressed in the context of the Office of the Government Chief Information Officer function and objectives as the position will be required to have highly developed skills and demonstrated ability in these areas.

**Essential:**

1. Good communication and interpersonal skills.
2. High level analytical and problem solving ability, preferably within an Infrastructure as a Service environment.
3. Sound time management skills and the ability to prioritise work.
4. Demonstrated experience in the installation, maintenance monitoring and administering in at least one of the following areas: Web Front Ends, Application System Servers, Databases and Networks.
5. Knowledge of Change Management and Configuration Management principles and tools in an Information Technology Environment.
6. Experience administering cloud based content management applications/technologies (e.g. Drupal, WordPress and/or equivalent) and administering infrastructure within an Amazon Web Services or Microsoft Azure Ecosystem.

**Desirable:**

7. Knowledge of web search tools (e.g. Drupal search and/or Lucene, Solr, Elasticsearch)
8. Experience in coding and development languages, such as HTML5, Css3, PHP, Python and JavaScript.

**Pre-employment requirements**

'Australian Permanent Residency' status is a minimum requirement for permanent appointment to the WA Public Sector. However, for appointment on a fixed term contract or casual basis, applicants only require a valid Work Visa for the duration of the entire advertised term.

**Appointment is subject to:**

100 point identification check; and  
Criminal Records Screening clearance

**Special equipment/requirements**

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Nil

**Certification**

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Verified by: *Karen Merritt*