



## POSITION DETAILS

**Position Title**

Senior Systems Administrator

**Position Number**

14232

**Classification Level**

Level 5

**Award/Agreement**

Public Service Award 1992 /  
Public Service and Government Officers  
General Agreement 2017

**Division/Directorate**

Corporate Services

**Branch/Section**

Digital and Technology Services

**Physical Location**

140 William Street, Perth

**Effective Date**

29/06/2018

**Employment Type**

Permanent

Full time

## REPORTING RELATIONSHIPS

**Position reports to**

13863-Manager Business Systems and Solutions-  
Level 7

**Positions reporting to this position**

Nil

## PURPOSE OF THE POSITION

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.



## ABOUT THE DEPARTMENT

The Department of Local Government, Sport and Cultural Industries facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

### MISSION

**Enlivened and successful  
communities and economy**

### VISION

**To facilitate lively communities and  
economy and the offering of outstanding  
and inclusive sporting and cultural  
experiences**

### VALUES

**Vision  
Excellence  
Diversity  
Leadership  
Integrity**

### DLGSC Objectives

- To partner with local government to deliver good governance to community
- To promote participation and achievement in sport, recreation, culture and arts
- To support and grow the cultural industries
- To promote the benefits of cultural diversity and social inclusion
- To provide opportunities in the hospitality sector by reducing red tape on the liquor and gambling industries
- To celebrate Aboriginal culture and preserve history and traditions

### DLGSC Approach

We will achieve this by:

- Working collaboratively across other State Government departments
- Creating synergies and find efficiencies in business functions
- Responding proactively to State Government imperatives such as election commitments and stated strategic priorities
- Contributing to the achievement of Government targets
- Community focussed engagement and partnerships

## DUTIES OF THE POSITION

This section outlines the results and outcomes required of an individual in this position.

### 1. NETWORK AND SYSTEMS & CLOUD ADMINISTRATION

- 1.1 Performs network administration functions, including acquisition, installation, configuration, systems backup and support of corporate servers.
- 1.2 Configures and troubleshoots software and hardware products at an advanced level.
- 1.3 Manages and maintains the department's virtualised environment, blade infrastructure and cloud environment.
- 1.4 Manages security issues, backups, restoring data, installing security patches, updating firmware and monitoring environmental for key systems.
- 1.5 Responsible for maintaining departmental security functions including detection of intruders and recommending action to prevent unauthorised access.
- 1.6 Monitors and reports on the utilisation and performance of the departments infrastructure and information systems

### 2. INFORMATION SYSTEMS

- 2.1 Implements new IT systems and maintains existing systems to satisfy user requirements.
- 2.2 Provides assistance and advice to ICT Manager on the analysis, design and use of IT systems.
- 2.3 Plans, schedules and estimates the cost of new hardware and software projects.
- 2.4 Manages system development projects and supervises users and/or contractors.
- 2.5 Undertakes the testing and implementation of new or enhanced computer systems ensuring proper change management practices are implemented.
- 2.6 Assists with the development and implementation of key documentation such as system architecture, device commissioning and network topology diagrams plus more.
- 2.7 Assists with defining departmental standards including naming conventions, documentation standards, security, back-up and recovery procedures.
- 2.8 Information systems analysis, design and specifications of information systems including feasibility studies and systems proposals

### 3. CLIENT AND TECHNICAL SUPPORT

- 3.1 Assists and advises IT Helpdesk staff in supporting clients with Information Technology related problems.
- 3.2 Plans, controls and organises resources, tasks and their priority to ensure that projects are delivered on time, within budget and meet client's needs.
- 3.3 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.

### 4. DATABASE ADMINISTRATION

- 4.1 Responsible for the availability and integrity of in-house databases.
- 4.2 Monitors database performance and tunes critical parameters to optimise effectiveness.

### 5. OTHER

- 5.1 Maintains an awareness of developments in the IT industry.
- 5.2 Undertakes other duties as required.

## COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the Department's Code of Conduct, policies and procedures and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

## WORK RELATED REQUIREMENTS

Essential Pre-employment requirements: C Class Driver's Licence

Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement.

Please note that a criminal record does not necessarily disqualify you for appointment. You will be given the opportunity to discuss the matter fully before a final decision is made.

Applicants should demonstrate their capacity to meet the following criteria, which should be read in conjunction with the specific responsibilities of this role.

### 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.

### Desirable

1. Nil

## ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

### Special Conditions

- 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.
- IBM/compatible personal computers
- System Backup Equipment
- LAN Equipment

### Appointment is subject to:

- 100 point identification check; and
- Criminal Records Screening clearance.

### Training:

- Complete induction within three months of commencement;
- Complete any training specific to the role required by Departmental policy; and
- Complete the department's AEDM within six months of appointment

## CERTIFICATION



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

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**Corporate Executive Representative Signature**

Date (DD/MM/YYYY)

*I have read and accept the responsibilities of the Job Description Form.*

*The position's duties are to be performed in accordance with the Department's Code of Conduct.*

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**Employee Signature**

Date (DD/MM/YYYY)

<b>REGISTERED</b>	
DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES	
Initials: RF	Date: 20.11.2018