Government of **Western Australia**
Department of **Mines, Industry Regulation and Safety**

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Job Description

Position Title:	Database Administrator	**Classification:**	Level 5
Position Number:	MIS19204	**Location:**	Mineral House - East Perth
Division/Group:	Strategic Business Innovation	**Supervises:**	0
Branch/Section:	IT Operations	**Reports to:**	Senior Database Administrator

Operational Context

The Strategic Business Innovation Group supports the Department to achieve its strategic and operational objectives by focusing on whole-of-department strategic capability and fostering innovative thinking across the department to support DMIRS in building a high performance organisation. The Group is responsible for creating vision, strategies, purposeful policies, and a detailed plan to move the department into the digital world. Ensuring that investments in these digital strategies meet feasibility and viability evaluation to ensure customer centric design and value for money.

Role Overview

The Database Administrator contributes to building DMIRS into a high-performance innovative organisation by implementing and supporting the life-cycle management of the Department's structured data business system platforms. The role contributes to the strategic and operational planning of the IT Operations Branch.

Role Responsibilities
(The following outlines the key responsibilities and duties related to this position)

- Provide ongoing operational support for the Department's data platforms and related systems to ensure maintain the integrity, availability, reliability, performance, optimisation, capacity and recoverability of its structured data and related services through on-premise and off-premise solutions.
- Contribute to the design, implementation and maintenance of stable, scalable, optimised, resilient, documented and sustainable business data platforms and related services across the Department on-premise and off-premise.
- Promote infrastructure group principles across the Department's ICT operations and project activities.
- Provide operational and project activities to implement and sustain vulnerability management and data privacy management for the Department's supported data platforms on-premise and off-premise.
- Assist in the maintenance of the Department's disaster readiness capacity and procedures.
- Support the Senior Database Administrator in the creation, maintenance, efficacy and use of standardised procedures and data modelling.
- Support and assist solution architects, developers and related staff in appropriate and optimised methods to create, access and maintain scalable structured data for internal and external use.
- Maintain awareness of technical and industry developments.
- Contribute to the DMIRS meeting its statutory obligations in relation to relevant WA public sector legislation, ethics, standards and policies.
- Represent the Branch on forums, committees and working groups, as required.
- Contribute to the identification and implementation of continuous improvement initiatives to enhance the efficiency and effectiveness of the Branch.
- Support the Senior Database Administrator to manage Branch activities/projects to ensure the achievement of outcomes identified in the Branch Operational Plan.

Corporate Responsibilities
(The following outlines departmental responsibilities)

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
- Performs other duties as directed.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the

safety and health policies and procedures of the department and complying with all provisions of the Occupational Safety and Health Act 1984.

What is required in this role?
(The following outlines what experience and qualifications are required to fulfil this role)

- Good knowledge and experience in database administration in a corporate environment with Microsoft SQL Servers, including performance tuning disaster recovery provisioning and integration with ASP.NET applications.
- Good knowledge and experience in Oracle E-Business and/or IBM UDB/DB2 environments.
- Good knowledge and experience in cloud-based structured data and related services including IaaS, PaaS and SaaS in either Azure or AWS.
- Good written communication and interpersonal skills.
- High level of analytical and problem solving skills.
- Good knowledge and experience in scripting including Powershell, VB and .NET.

Capabilities Required
(The following outlines the behaviours required to be demonstrated to perform this role)

- Commits to meeting objectives, identifies and implements appropriate risk strategies and follows up to finalise work.
- Consults and shares information with team and seeks input from others, ensures others are kept informed.
- Adheres to the Code of Conduct, acts with integrity and behaves in an honest, professional and ethical way.
- Understands and communicates the reasons for decisions to others.
- Listens to differing ideas to develop an understanding of the issues, presents persuasive counter-arguments.

What are the Job reporting relationships?

This position reports to: Senior Database Administrator
Supervisor Position No: MP170016   Classification: L6
Positions reporting to this Job:
This position has no direct reports

What are the pre-employment requirements for this Job?

- This position has been identified with a potential for Conflict of Interest
- National Police Clearance

Approved Date
29-AUG-2019