Job Description Form

Our Purpose
To provide safe, customer-focused, integrated and efficient transport services.

Position Title	**Level**	**Position Number**
Database Administrator	5	33339, 34283

Division/Directorate	**Branch/Section**
Network & Infrastructure	Information Technology / Applications Development & Support

Effective Date	**Health Task Risk Assessment Category**
January 2020	5

Reporting relationships

Superordinate: Database Administration Team Leader, Level 6
Subordinates: No Direct Reports

Key role of this position

Ensures all aspects of the PTA databases, computer system availability, performance, installation and maintenance meets customer needs in an effective and efficient manner.

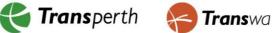### Core duties and responsibilities

Leadership
- Provides direction, guidance and technical expertise to others.

Business Improvement
- Analyses performance and availability of the PTA's IT Systems and Services, identifies problem areas, proposes and implements solutions to enhance these IT Systems and Services.
- Ensures knowledge sharing is embraced and practiced within the team.
- Remains abreast of changing technologies and recommends improvements to Public Transport Authority staff.

Operational Effectiveness
- Manages own performance, ensuring the service provided is as per the PTA's requirements.
- Contributes towards the review of working practices, system improvements and guidance documents.
- Contributes to the preparation, testing and improvement of continuity plans.
- Assists in the consideration, formulation and maintenance of reliable backup and recovery systems for databases and systems under DBA control.

CONNECTING PEOPLE AND PLACES

Service Delivery
- Works in accordance with Service Level Agreements and Operational Level Agreements.
- Develops and sustains strong effective working relationships with colleagues, customers and clients.
- Ensures database services are maintained to agreed high performance and high availability service levels.
- Installs and maintains databases, systems and application support software.
- Resolves problems in or closely related to mission critical systems and mission critical databases.

Project Delivery and Support
- Provides input into the preparation of business case documentation for new technology systems or improvements to current systems.
- Provides technical expertise on PTA technology projects as required.

Other Duties
- Represents the Branch and/or manager at meetings as required.
- Other duties as directed.

SELECTION CRITERIA

1. Core Competencies
- Possession of a tertiary degree in a computer related discipline or progress toward a relevant tertiary qualification and/or considerable proven experience in relevant database and systems support activities.
- Substantial knowledge and experience in Oracle RDBMS and/or MS SQL/Server:
    - Database administration and support
    - Database performance and capacity planning across all platforms
    - Installation and configuration of all components of database systems
    - Resolution of database problems of a technical nature
    - Writing, debugging and tuning SQL statements.
    - Database High Availability concepts & implementation
- Substantial experience in the administration and support of UNIX and Microsoft Windows operating systems.
- Substantial experience in the creation and maintenance of technical documentation.
- Considerable experience in IT Service Management processes & practices.

2. Communication and Interpersonal
- Well developed communication skills (written, oral and interpersonal) including the ability to develop a rapport with internal and external stakeholders.

3. Conceptual, Analytical and Problem Solving
- Well developed conceptual and analytical skills, including the ability to analyse information and data and provide reports relating to the findings.

4. Organisation
- Well developed organisational skills, including the ability to achieve agreed targets and timelines through effective time management and the ability to work autonomously.

5. Special Requirements
- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Provision of a current National Police Clearance certificate, dated 3 months or less from the date of application for the position.
- Ability to work some unsocial and extended hours and be 'on call' when required.
- Ability to work and travel in country areas on occasion.
- Possession of a current Western Australian 'C' or 'C-A' class driver's license or equivalent.

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Certification

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

Managing Director / Executive Director / General Manager

…………………………………..   …………………………………..
Signature   **Date**

Employee

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

The position's duties are to be performed in accordance with the PTA's Code of Conduct and the PTA's Values.

…………………………………..   …………………………………..
Signature   **Date**