

Database Administrator (ASO5)



Government
of South Australia

Department for Infrastructure
and Transport

Role statement

Organisational alignment	Division:	People and Corporate Services
	Directorate:	Information Services
	Section:	Enterprise Platforms
Reporting relationships	Reports to:	Senior Database Administrator
	Direct reports:	Nil

Role overview

The Database Administrator is accountable to the Senior Database Administrator, within the Enterprise Platforms Section, for the specification, design and maintenance of mechanisms for storage and access to both structured and unstructured information, in support of business information needs.

A key focus of the role is to work closely with project teams, providing expertise in database design, data migration and data management while managing risk and ensuring compliance with departmental, whole of government and industry standards.

This role includes producing and maintaining quality database designs that accurately reflect the physical databases.

Further information about the Department can be found at: <https://www.dit.sa.gov.au/about-us>

Our values

We pride ourselves on applying these values to our day-to-day interactions and individual performance. They shape our approach to achieving our strategic agenda.



Collaboration

We work together as one team to serve our customers.



Honesty

We are honest, open and act with integrity.



Excellence

We commit to excellence in everything we do.



Enjoyment

We enjoy our work and recognise our success.



Respect

We respect, understand and value the people we serve.

Key outcomes required of the role

- Contributing to the implementation and/or coordination of assigned agency programs, projects, systems, policy development processes and/or services that are considered to be broad in scope and may include supporting related planning, change and improvement functions.
- Support team collaboration, by assisting colleagues and sharing technical knowledge to help deliver assigned agency programs, projects, systems, policy development processes and/or services.
- Resolving complex issues by providing solutions that are consistent with Agency objectives which may include contributing to the development and selection of new techniques and methodologies appropriate to the discipline and agency.
- Providing high level analysis, research, information and expert advice that will assist in the development of assigned agency programs, projects, systems, policies and/or services.
- Undertaking critical, sensitive and/or complex information, consultation and/or negotiation processes with stakeholders and across government agencies.
- Coordinating investigations and preparing reports and recommendations on matters of some complexity and sensitivity.
- Contributing to a high standard of customer service for internal and external clients and quality management and risk.
- Contribute to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with our values, legislative requirements, the Code of Ethics for the South Australian Public Sector, equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements.

Special conditions attached to the role

- A National Police Check (NPC) is required prior to employment in the Department for Infrastructure and Transport which must be renewed every three years.
- A Working with Children Check (WWCC) is required prior to employment with the Department for Infrastructure and Transport, which must be renewed every five years before expiry.
- This role may be required to provide after-hours on-call support throughout the year.
- Some out of hours and weekend work, along with some intra/interstate travel requiring overnight stays, may be required.

Educational qualifications / licenses

- Nil.

Technical capabilities

- Nil.

Person capabilities

[Our Capability Framework](#) describes the core capabilities, behaviours and skills required for us to meet our strategic objectives and be a modern public sector, attracting, developing and retaining the best talent. The framework is constructed around five categories of capability; personal attributes; building relationships; achieving results; leadership and growth; and performance enablers.

Refer to our framework for the detailed capabilities required for this stream. This role is classified as:

Stream 2: Leader

Stream 2 roles would typically consist of supervisors and senior team members, including those with technical knowledge (indicative classifications include ASO4-6, PO2-3, OPS4-7, TGO2-5, M3-7, WPA2, WBT7-10).

Key selection criteria

The criteria outlined below are drawn from the most significant requirements of the person capabilities (from Our Capability Framework) and technical capability, professional knowledge and experience to be addressed in your application having consideration of the role overview and key outcomes.

- Demonstrates a quick ability to analyse complex projects, negotiate with stakeholders for recommended outcomes, and provides updated written reports in keeping with the Government's Strategic procedures and directions.
- Proven ability to work under limited direction, independently or as part of a team, identify performance outcomes, plan and coordinate activities, set priorities, achieve objectives within deadlines and make timely and well-informed decisions.
- Understands and is responsive to customer needs and perspectives and provides a professional positive experience while managing outcomes which respect the department's systems, processes, and policies.
- Demonstrated ability to act with urgency, accept and expect responsibility, positively support change and risk management initiatives and implement complex solutions within span of assigned functions.
- Contemporary knowledge of the discipline and the issues, risks, trends and directions associated with the span of assigned functions including an understanding of related government programs and policies.
- Demonstrated ability to communicate effectively, succinctly and accurately, in writing and verbally, in a professional and tactful manner including successfully negotiate and resolve conflict with staff and stakeholders.
- Shows respect for diverse backgrounds, experiences and perspectives including that of Aboriginal and Torres Strait Islander people. Values diversity of thought.
- Shows genuine care for the safety and wellbeing of self and others.

Approved

Signature: _____ Date: _____

Director, Information Services

People, Culture and Capability Use Only	KNet ID: 14797678	ANZSCO code: 2621	Position number: M37042, M37283
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