Department of Natural Resources and Environment Tasmania

**Statement of Duties**

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| **Position title** | System Administrator (Unix Infrastructure) |
| Position number | 709561 |
| Division/Business Unit/Branch | Strategy and Business Services / Strategic Services / Information Services |
| Award/Agreement | Tasmanian State Service Award |
| Classification | ICT 2 (General Stream, Band 5) |
| Position Status | Permanent |
| Full Time Equivalent (FTE) | 1.0 FTE (minimum 0.80 FTE, by negotiation) |
| Ordinary hours per week | 36.75 hours (minimum 29.40 hours, by negotiation) |
| Location | Hobart or Launceston |
| Reports to | Manager Infrastructure Services |

**Position Purpose**

The purpose of the role is to undertake information technology duties in the area of Unix server support, as well as other associated technologies including, but not limited to:

* Enterprise-level database systems, primarily Oracle and Postgres.
* Java-based web application infrastructure.
* Unix-based network services and utilities.

**Major Duties**

* Maintain the availability and efficiency of the Agency’s Unix server infrastructure working with a range of technologies including virtualisation, package and configuration management, source repositories etc.
* Maintain the availability and efficiency of the Agency’s Java-based web application tier infrastructure and provide support to application developers producing software for that environment. Provide authoritative advice and implement complex change as required.
* Manage the Agency’s Oracle/PostgresSQL/MariaDB database infrastructure, ensuring high levels of availability through techniques such as clustering and standby services.
* Administer the Agency’s Unix-based network facilities including web servers, web proxies, DNS/DHCP and monitoring systems.
* Administer the Agency’s centralised Tivoli backup server environment.
* Maintain existing and implement new standalone applications running primarily on Unix infrastructure. Provide authoritative advice on setting up such apps in a maintainable and reliable fashion.
* Perform any other assigned duties at the classification level that are within the employee’s competence and training.

**Responsibility, Decision Making and Direction**

The occupant of the position is responsible for:

* ensuring expertise is effectively applied to provide program and service delivery outcomes consistent with the operational framework;
* providing leadership, instruction and guidance to less qualified or experienced associates in the specific discipline or area of expertise; and
* ensuring a safe working environment by complying with relevant Work Health and Safety (WHS) legislation, codes of practice and policies, procedures and guidelines issued under the Department’s WHS Management System.

The decision making and direction received in relation to the role are that:

* work is undertaken within established operational guidelines, systems and processes with limited guidance required in applying highly developed expertise to complex and challenging program activities; and
* the occupant exercises considerable independence in interpreting and evaluating the requirements and effectiveness of the operational program and service delivery according to the decision-making framework and in providing solutions to meet service delivery requirements.

**Knowledge, Skills and Experience (Selection Criteria)**

1. Considerable experience and specialised technical knowledge of and/or the capacity to acquire an in-depth knowledge of:
   * Managing and maintaining: Linux servers, including use of configuration management software (e.g. SaltStack, Puppet, Ansible, Chef, Git etc); Java-based application server infrastructure (e.g. Pacemaker/Corosync, Nomad etc); Linux-based network facilities including web servers, web proxies, DNS/DHCP and monitoring systems.
   * Use and configuration of virtual environments such as, VSphere, docker, Vagrant, VirtualBox, Proxmox.
2. Specialised technical knowledge of and/or the capacity to acquire an in-depth knowledge in some or all of the following:
   * Administering enterprise-level databases, in particular Oracle and PostgresSQL, hosted on Linux infrastructure.
   * Enterprise-level data backup systems and disaster recovery infrastructure.
   * Data networks including maintenance of redundant enterprise-level networking technologies.
   * Ability to program in languages commonly used in Linux environments, such as Bash, Python etc, utilise standard utilities such as sed, awk, grep etc and familiarity with build system components, e.g. compilers, make, autoconf etc.
3. The capacity to provide leadership, instruction and guidance to less qualified or experienced associates and the ability to work as a member of a team.
4. Interpersonal and communication skills demonstrating an ability to provide clear and authoritative oral and written advice, reports and recommendations for complex activities that are understood and accepted by others as resolving program and service delivery challenges. The ability to liaise effectively with specialists, senior staff and stakeholders and negotiate outcomes that meet specified requirements.
5. Proven ability to make informed decisions, recommendations and/or implement alternative methods of approach to provide operational solutions for program and service delivery requirements.
6. Well-developed organisational skills with a proven capacity to work autonomously, determine priorities and deal with competing demands within limited time frames. Proven ability to exercise initiative, flexibility and creativity to meet complex operational challenges in an evolving technical environment.

**Position Requirements**

Desirable Qualifications and Requirements

* Current driver’s licence.

**About Us**

**The Department of Natural Resources and Environment Tasmania (NRE Tas)** is responsible for the sustainable management and protection of Tasmania’s natural and cultural assets for the benefit of Tasmanian communities and the economy. The Department’s activities guide and support the use and management of Tasmania’s land and water resources and protect its natural and cultural environment. The Department is also responsible for delivering the services that support primary industry development and the protection of the State’s relative disease and pest-free status.

Under Tasmania’s emergency management arrangements NRE Tas is the management authority (lead agency) for various aspects of the management of biosecurity emergencies (includes exotic animal, plant and marine disease and pest emergencies), fire in national parks and other reserves, and sea inundation from storm surge. In regard to those types of emergency prevention, preparedness and response activities are core business of this agency and potentially may involve all staff in some way.

The Department’s website at [www.nre.tas.gov.au](http://www.nre.tas.gov.au/) provides more information.

# **Working Environment**

# Employees work within an environment that supports safe work practices, diversity and equity with employment opportunities and ongoing learning and development. We are committed to valuing and respecting each other as colleagues and peers. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our customers with respect. We do not tolerate discrimination, harassment or bullying in the workplace.

# NRE Tas has a culture of zero tolerance towards violence, including any form of family violence. We will take an active role to support employees and their families by providing a workplace environment that promotes their safety and provides the flexibility to support employees to live free from violence.

# There is a strong emphasis on building leadership capacity throughout NRE Tas.

# The expected behaviours and performance of the Department’s employees and managers are enshrined in the *State Service Act 2000* through the State Service Principles and Code of Conduct. These can be located at [www.dpac.tas.gov.au/divisions/ssmo](http://www.dpac.tas.gov.au/divisions/ssmo).