



Database Administrator

POSITION SUMMARY

POSITION TITLE:	Database Administrator
AREA / DEPARTMENT:	ICT Services
RESPONSIBLE TO:	The Database Administrator reports primarily to ICT Services Manager and ultimately to the Principal.
ADDITIONAL KEY RELATIONSHIPS:	ICT Services team members
FULL TIME / PART TIME	Full time

RESPONSIBILITIES

Oxley Christian College uses various systems like Synergetic for our College Management System, SEQTA for our Learning Management System and Time Tabling Solutions for our timetable and daily organisation across areas of school operations.

The main focus of this role is to ensure data confidentiality, integrity and availability across all our primary and secondary database systems, in accordance with our privacy protocols.

This role takes ownership of these systems and continues its development in line with the College's needs and business focus.

DUTIES

1. List of Duties

- 1.1 Database Maintenance and Administration
 - a. Maintain all organisation community records – staff, family and student, and Occupational Health and Safety information.
 - b. Design, develop and amend reports via Microsoft Query and / or SQL Reporting Service and / or Crystal Reports and / or SEQTA Analysis ensuring the information displayed online / printed is clear and correct before issued.
 - c. Provide ad hoc bulk update services for staff, family and student information to all teaching and administration staff.
 - d. Respond to queries from members of the College community including staff and parents.
 - e. Configure, manage and troubleshoot SQL server high availability to ensure maximisation of performance and availability.
- 1.2 Database Development
 - a. Identify and consult with key stakeholders regarding emerging needs and opportunities to innovate.

- b. Collaborate on the development of information management systems, analytical tools, databases and web-based applications relevant to the College, including:
 - Provide the technical lead on specific projects (such as monitor critical aspects of the solution and implementation, ensuring requirements are addressed).
 - Communicate the technical aspects to all key stakeholders.
 - Balance risk management issues alongside technical and design decisions.
 - Administer and refine Microsoft reporting services and develop custom reports. (SSRS)
 - Develop custom Crystal Reports within Synergetic.
 - Develop custom reports with SEQTA Analysis and Jaspersoft Studio.
 - Work with key stakeholders to develop, build and maintain data analysis tools taking into account current and future needs.
 - Provide key input into the ongoing development of an overall data management strategy for the school.
- 1.3 Database Management
- a. Monitor database backups and apply fixes as part of database performance monitoring.
 - b. Provide data for Government reports including Census, Annual Return and funding purposes, company policy, procedures, practices and standards relating to document of records management.
 - c. Manage data storage, retention, disposal and availability between campuses via Docman and other functionality and the use of electronic communication in relation to archiving. For example uploading of confidential documents to Docman.
 - d. Manage SQL Server databases for the systems in the school.
- 1.4 Privacy Obligations
- a. Review and implement approved changes to database information handling, practices and user access profiles in accordance with the Oxley Christian College Privacy Policy.
 - b. Assist with periodic compliance reviews and audits including the revision and amendment of Synergetic and SEQTA access levels and relevant documentation.
- 1.5 Other
- Other duties as requested by the ICT Services Manager and ultimately the Principal.

CRITERIA

Essential

- A high level of computer literacy especially advanced knowledge of databases, Crystal Reporting, SQL Reporting Service, Microsoft Access, Microsoft Query, SEQTA Analyse, JasperSoft Solutions and Microsoft Excel.
- High level technical database skills including sound ability to create and maintain objects such as databases, tables indexes, stored procedures and automated jobs.
- Data analytics skills and knowledge of business intelligence platforms highly regarded.
- Excellent problem-solving ability, solution and continuous improvement focus.

- Ability to train users 1:1 or groups.
- Excellent and careful attention to detail.
- Highly proficient interpersonal and written communication skills.
- High service orientation and ability to create solutions focused relationships with providers (Synergetic, SEQTA and others) to support continuous improvement.
- Confidentiality in all dealings, at all times.
- Ability to juggle numerous tasks simultaneously, work independently with minimal supervision and be accountable for outcomes.
- A self-starter who is well organised.
- Demonstrated ability to exercise good judgment, to produce work of a high quality, and to take responsibility for outcomes.
- Ability to work harmoniously in a small team environment.

Desirable

- Experience in, or knowledge of, an education sector environment.