

Position Description

All candidates for this position must be Australian citizens or able to meet eligibility criteria. DoD security requirements apply. General conditions of employment are documented in the People Management Manual (000AAL011)

Position Title (in full)	Information Systems Administrator/Developer		
Division (Corporate, Air/Land or Naval)	Corporate		
Line report	ICT Manager	Direct report	ICT Manager
Location	Adelaide	Supervises	N/A
Budget	Yes	Tenure	Full Time
Delegations /Authorities	<i>Authority limits and descriptions available in Delegation of Authority (000AAT206)</i> Authority as delegated by the ICT Manager		

Purpose

The Information Systems Administrator/Developer will provide both application and technical support for the majority of corporate and engineering tools used in the classified and unclassified environments. They will also be expected to provide objective and unbiased advice in relation to tools and other technologies.

They will also assist in the development and customisation of applications, tools and systems as the business needs dictate.

The role will be supervised by the ICT Manager and tasks co-ordinated in consultation with the other support staff and their supervisors to ensure appropriate allocation of resources.

Key Responsibilities/Duties

- Installation, configuration and/or support of corporate and enterprise wide support tools, systems, applications and technologies;
- The tailoring of commercial software products to meet specific business requirements;
- Maintain in-house and off-the-shelf software products;
- The development, customisation and implementation of minor internal applications and systems to meet user needs;
- Liaise with the Systems Administration staff to coordinate the setup and configuration of various tools and technologies;
- Work, communicate and cross-skill with other Tool Specialist's across the company;
- Provide 2nd/3rd level support for the tool and system users;
- Assist in the provisioning of integrated solutions that directly contribute to business improvement and which are aligned with company strategy;
- Perform other duties as assigned;

Qualifications/experience

Essential
<ul style="list-style-type: none"> • Broad knowledge of engineering and support tools, applications and technologies; • Formal Qualifications in relevant discipline; • 5-7 years IT experience;

Qualifications/experience

Essential

- MCP or equivalent Microsoft Certification;
- Extensive experience in one or more scripting languages;
- Experience with web development for the creation and implementation of Ad-Hoc tools and systems to support the business. Experience with HTML, ASP, VBScript, JavaScript will be essential;
- Experience in software development activities, including requirements analysis, design, development & documentation;
- Experience with the Microsoft products including:
 - Microsoft Office 2003/2007
 - Visual Basic
 - Active Server Pages
- Experience working with Microsoft Office SharePoint Services 2007;
- Good experience and knowledge of Active Directory;
- Solid experience with Windows Desktop NT/2000/XP and Windows Server NT/2000/2003 operating systems and networks;
- Good experience with SQL Server 2000/2005 Management and Administration with a solid understanding of database mechanics;

Desirable

- Experience with commercial software products including:
 - HardCat Asset Management System
 - Agresso ERP
 - CHRIS21
 - DOORS
 - Crystal Reports
 - Rational ClearCase/ClearQuest
- Experience with VMware and Virtualisation technologies;
- Understanding of basic networking protocols, such as SMTP, TCP/IP & DNS;

Skills

- Excellent written and oral communication skills;
- Good problem solving skills and the ability to develop creative and innovative alternative solutions;
- Ability to plan, schedule and prioritise tasks to meet deadlines;
- Ability to work under pressure;
- Working remotely and at times with limited supervision;

Competencies

- Ability to work with others in a team environment and the preparedness to share knowledge and experience;

Competencies

- Accept and adapt to new tasks, technologies, processes and procedures;
- Coordinate and communicate with others in a team environment;

Personal attributes

- Australian citizen or able to meet citizen eligibility requirements to comply with Defence Industry security requirements;
- Enthusiastic with a positive attitude with the desire to learn new tools and skills;
- Interest in software development tools and products;
- Self-motivated;
- Strong focus on customer service;
- Willingness to take ownership of problems and resolve them in a timely fashion;
- Display behaviors that reflect company values;
- Able to interpret the needs of users and satisfy those needs;