

Position Description

Position Title	Senior Systems Administrator – Data & Information
Department	Information Technology Services
Reports To	Manager, IT Operations
Key Stakeholders	Students, Staff, Parents, Senior Leadership Team, Corporate Leadership Team, Academic Hub, Curriculum (Reporting) Team and Contractors
Overview	<p>The primary purpose of the Senior Systems Administrator (Data & Information) role is to maintain the College's information assets and ensure data consistency, availability, and security across all systems. This role is instrumental in delivering data in various formats for decision-making, compliance, legislative reporting, student assessment, and other operational purposes.</p> <p>Reporting to the Manager, IT Operations, this critical role will be responsible for maintaining the College's Synergetic infrastructure and its database assets while ensuring business continuity and data integrity. You will play a key role in enabling the operational and strategic goals of the IT Services department and the College through effective data management and system administration.</p> <p>You will also be working under the broad supervision of the Director of Information Technology Services. You will collaborate with the Senior Systems Administrator (Application and Cloud Services) & support the IT Helpdesk Teams while actively contributing to a positive workplace culture. You are expected to achieve highest standards of performance and integrity and foster genuine partnerships across all levels of stakeholders to deliver College outcomes.</p> <p>Key to the success of this role is your ability to:</p> <ul style="list-style-type: none"> • Translate complex technical database concepts into actionable insights that support educational outcomes and decision-making processes. • Proactively identify opportunities for process automation and data integration to enhance efficiency across College systems. • Balance technical precision with user-centred design when developing reports and dashboards for diverse stakeholders. • Maintain data integrity and security while ensuring appropriate accessibility for authorised personnel. • Anticipate curriculum/legislative reporting requirements and ensure College systems are configured to capture and deliver required data elements. • Collaborate effectively with both technical and non-technical stakeholders to align data management practices with strategic College objectives. • Document all activities through Standard Operating Procedures.
Key Accountabilities	<ul style="list-style-type: none"> • Ensure data consistency across all College databases and systems, utilising linked databases, import/export tools, and ODBC sources to automate and integrate data movement between applications. • Maintain and administer SQL Server environments including database schemas, T-SQL, stored procedures, database views, tables, expressions, and triggers to support College operations. • Develop and maintain SQL automation processes including automated emails based on SQL queries and data transfer between systems for General Ledger (GL) Billing, photographs, ID cards, eBooks, and Accounts Payable. • Create and maintain Crystal Reports for academic reporting and ensure the College can produce report cards as required by the academic teams. • Extract data through ad-hoc queries as required for academic/government reporting, compliance needs, and other operational requirements.

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	<ul style="list-style-type: none"> • Develop Power BI dashboards in consultation with end users to visually present data and insights that support informed decision-making. • Maintain data consistency in Synergetic for the College, including semester dates, form teachers, year level coordinators, and other critical administrative data. • Implement and maintain database security measures including authentication, database and application roles, and appropriate access controls as per College IT policies and procedures. • Participate in IT projects related to data governance including system data audits, upgrades, migrations, and data recovery processes. • Implement and maintain data privacy controls with emphasis on Personal Identifiable Information (PII) protection and Data Loss Prevention (DLP) strategies in alignment with APP (Australian Privacy Principles) and College requirements. • Work with vendors to ensure appropriate service and support for all Synergetic and other data related systems. • Support the development of IT policies and best practices related to data governance, security, and management.
Selection Criteria	<p>IMPORTANT: The following selection criteria will be used to evaluate applicants, determine the shortlist, and select the successful candidate.</p> <p>Please submit your responses to these criteria along with your CV. A cover letter is recommended but not required. When addressing the selection criteria, you must provide specific examples from your past or current employment that demonstrate your relevant skills and experience.</p> <p>Your responses should clearly outline the context of each situation, the tasks you were responsible for, the actions you took, and the outcomes you achieved as a result. This approach will help us assess your qualifications and suitability for the position effectively.</p> <p>NOTE: Applications must include written responses to all selection criteria listed below. Applications lacking these responses may not be considered for review. Please limit your response to each individual criterion to a maximum of half a page.</p> <p>Experience and qualifications</p> <p>SC1: Bachelor's degree in Information Technology, Computer Science, Information Systems, Database Administration, or related field, or equivalent combination of education and experience.</p> <p>Professional certifications relevant to the role are highly desirable.</p> <p>SC2: Minimum of 3 years' experience in a similar database administration role, preferably in an educational institution environment (or similar environment) working with student management systems (e.g., Synergetic, TASS) and the ability to maintain data consistency and perform system administration tasks.</p> <p>Knowledge, skills, and capabilities</p> <p>SC3: Advanced knowledge of SQL Server administration including database schemas, T-SQL, stored procedures, and SQL Agent jobs, with demonstrated ability to extract, transform, and automate data movement between multiple systems.</p>

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	<p>SC4: Experience in developing and maintaining Crystal Reports and Power BI dashboards for educational reporting purposes, ensuring compliance with legislative requirements and presenting data in accessible formats for various stakeholders.</p> <p>SC5: Knowledge of data security principles including PII protection requirements, Data Loss Prevention (DLP) strategies, and Privacy Legislation as they apply to educational environments.</p> <p>SC6: Excellent analytical, problem-solving, and communication skills with ability to translate technical concepts for non-technical stakeholders and maintain detailed documentation of systems and processes.</p>
Terms & Conditions	<p>Classification – School Officer Level 7</p> <p>Salary – \$102509- \$110062</p> <p>Tenure – Full time, Permanent</p> <p>Terms and Conditions – Please refer to the <i>Queensland Lutheran Schools Single Enterprise Agreement 2024</i>.</p>
Location	<p>St Peters Lutheran College 66 Harts Road INDOOROOPIILLY QLD 4068</p> <p>All employees may be required to travel to different locations to fulfil the requirements of their position.</p>
Professional Behaviours	<p>Applicants are expected to respect and uphold the College's Mission of "Excellence in Christian Co-Education", support the Christian ethos of St Peters Lutheran College and demonstrate courtesy, co-operation and teamwork with fellow members of staff.</p> <p>Uphold Code of Conduct and Valuing Safe Communities standards.</p> <p>Actively and effectively participate in reasonable directions provided.</p>
Child Protection	<p>All employees of St Peters are required to familiarise themselves with and adhere to the College's Child Protection Policy and Procedures, and complete annual Child Safety Training.</p>
Health & Safety	<p>All employees are required to take reasonable measures to protect their own health, safety, and wellbeing, and that of others, and to follow all reasonable Health and Safety policies, guidelines, and directions.</p> <p>Managers hold additional accountability for operational management of safe work practices in their area, including making appropriate resources, information, and training available to their team members.</p>
Policies & Procedures	<p>Employees are expected to understand and act in accordance with St Peters policy and procedure documents that are available on the College's intranet, relevant legislation, and directions within the employment contract and/or <i>Queensland Lutheran Schools Single Enterprise Agreement</i> and take the responsibility to maintain currency with these.</p>

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Compliance Requirements	<p>Current Blue Card and/or Queensland College of Teachers Registration.</p> <p>Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance.</p> <p>Timely completion of mandatory training requirements and training relevant to their role.</p>
Other relevant information	<p>The College will conduct relevant and required applicant checks which includes and is not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct, and performance.</p> <p>St Peters Lutheran College aims to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights.</p> <p>The College is committed to increasing the participation rate of Aboriginal and Torres Strait Islander people through best-practice recruitment methods and producing positive training and employment outcomes for Aboriginal and Torres Strait Islander people within the wider communities.</p> <p>The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i>.</p>

Further information about St Peters Lutheran College can be found at www.stpeters.qld.edu.au

Last updated: Jan 2025

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