



Reference number:	20451	Date Approved: 04 November 09
Title:	Systems Officer – Database and Internet	Closing date: 23 November 09
Designation:	APS Level 6	
Division:	Corporate Strategies Division	
Branch:	Information Services Branch	
Section:	Environmental and Business Information Systems	
Location:	Parkes ACT	
Immediate supervisor:	Executive Level 1	
Security classification:	Protected	

Duties

1. Provide business support, including a helpdesk facility for Departmental internal and internet applications.
2. Assist in the development, implementation and management of hardware and software facilities including coordination and assistance with the deployment of database and web applications.
3. Prepare technical and user documentation.
4. Contribute to a team environment with a commitment to continuous improvement and self development.
5. Other duties are required.

Selection Criteria

All criteria will be assessed in relation to candidates' ability to perform in accordance with: the APS Values and Code of Conduct; the social justice principles of equity and workplace diversity; and occupational health and safety in the workplace.

1. Demonstrated capability to provide support for a wide range of application technologies while coordinating requests with a number of external providers.
2. Experience in development and implementation of information systems using relational database management systems and web tools. Experience with one or more of Linux, Oracle, Postgresql, Java, Perl and GIS products would be an advantage.
3. The ability to effectively communicate with clients, collaborators and contractors including the preparation of technical briefs and documentation.
4. Demonstrated self-motivation and flexibility in reassigned priorities whilst working as part of a small multi-disciplinary project team.
5. An appreciation of Government policies on Workplace Diversity, Workplace Participation, and Occupational Health and Safety as well as the ability to apply and promote them in the workplace.

Please note that applications will not normally be acknowledged on receipt. Only short listed applicants will be contacted regarding the next phase in the selection process. To those applicants who are not short listed, we extend our thanks for considering DEWHA as a potential employer.

Your responses to the Selection Criteria should be no more than 350 words per criterion

Applications should be made through the department's online recruitment system – <http://www.environment.gov.au/jobs/opportunities/index.html>