

Senior Database Administrator

Job description

Job title	Senior Database Administrator
Location	Auckland/Wellington/Christchurch
Business unit	IT Operations and Services
Grade and salary range	Pay Group 1: Band 5
Reports to	Systems & Data Services Section Manager

Welcome to Statistics New Zealand

Who we are

Statistics New Zealand – Tatauranga Aotearoa is the country's main provider of official statistics. We also lead the Official Statistics System (OSS), which coordinates all statistics produced by government departments. Our aim is to inform society.

Official statistics are used by government, local authorities, businesses, community groups, and individuals. They are useful for:

- keeping track of and understanding the state and progress of New Zealand
- steering the economy to improve the prosperity, security, and opportunities of New Zealanders
- informing debate and making decisions.

Statistics NZ is a department of the New Zealand Public Service. Our duties and responsibilities are set out in the Statistics Act 1975.

What we want to achieve

The work we do contributes to creating an informed society using official statistics. The impact of our work and activities is that New Zealand gets the statistical information it needs to grow and prosper.

Statistics 2020 Te Kāpehu Whetū

Statistics 2020 Te Kāpehu Whetū is the organisation's programme of change for the 10 years to 2020. It drives what we do and how we do it. It takes into account our internal environment (eg ageing IT systems, current culture), and external factors like ensuring that we produce relevant future statistics and meet customer needs efficiently. The Māori name of the programme literally translates to 'star compass'. This signifies the sophisticated navigation system necessary to get us to where we want to go.

Our roles in New Zealand's Official Statistics System

As leader of the OSS we:

- ensure that New Zealand gets the information it needs
- advise the government on the policies, priorities, costs, and benefits of statistical activities
- coordinate statistical activities across government
- encourage other government departments to share ownership of the OSS and to re-use data
- define the objectives that different departments will focus on together
- ensure that official statistics provide value for money.

As the country's main provider of official statistics we:

- report on trends, patterns, and changes to New Zealand's population, economy, society, culture, and environment
- ensure our statistics are relevant for our customers
- continually improve what we do and how we do it
- set an example for other government departments to follow
- ensure complete confidentiality for all our data
- maintain the highest level of credibility and integrity in our statistics.

Our core values are:

- leading
- connecting
- communicating
- statistical excellence
- integrity
- confidentiality and data security.

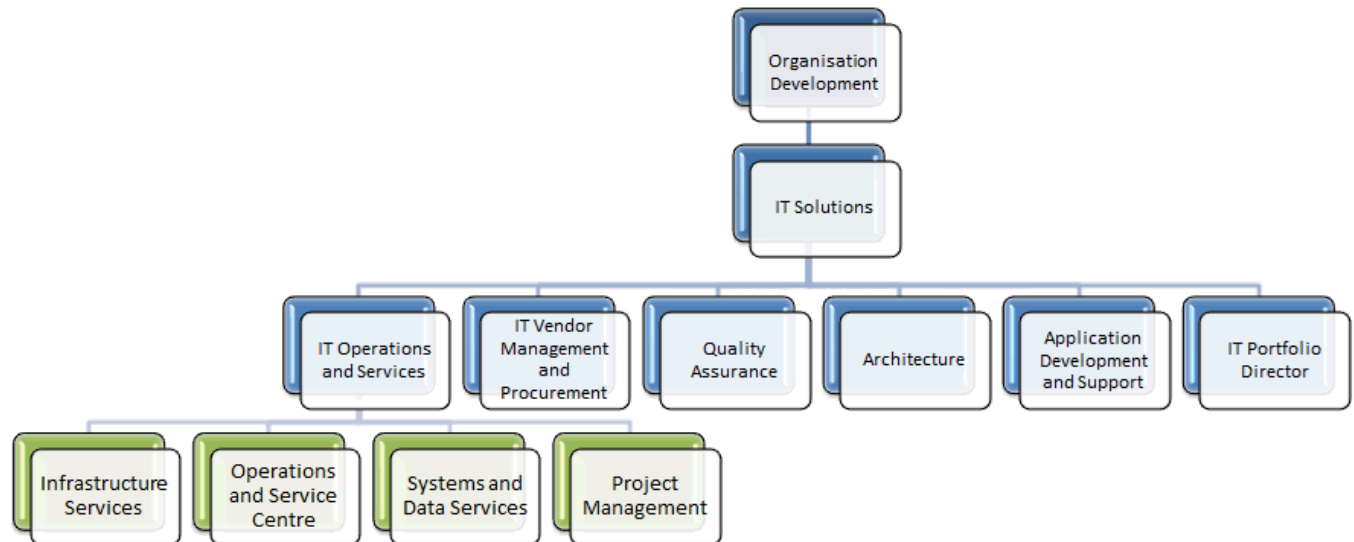
Our commitment to the Treaty of Waitangi

Statistics NZ works to ensure that the statistical needs of Māori are identified and progressively met. This complies with the principles for government action on the Treaty of Waitangi.

Summary of your team

The IT Operations and Services Group

This role is part of the IT Operations and Services Group which is part of the wider IT Solutions group:



The IT Operations & Services Division provides the computing infrastructure for Statistics New Zealand, and is responsible for the purchase, installation, technical support and maintenance of computing systems including hardware, networks, operating systems, databases and other third party software. The division supports the department in the use of these systems, with a system for problem resolution, advice and technical consultancy. It is also responsible for the hardware, software, telecommunications and the purchase of computer related consumables.

The current computing environment includes Microsoft Active Directory and Microsoft Windows based servers, PC workstations and laptop computers running the Windows platform. The IT strategy promotes that we maintain our software technologies to current levels, but not more than one major version behind. Corporate software includes the following key technologies, among other products;

- Desktop platform: Microsoft Windows, Novell ZenWorks, Lotus Notes, Microsoft Office
- Server platform: Microsoft Windows Server, SQL Server, CISCO Call Manager, CommVault (backup), Novell Identity Manager, Polycom (video conferencing)
- Business applications: Sybase, SAS and SuperCross.

The division provides a Service Centre to document and respond to user problems whether they be hardware or software related to problems with applications which have been developed and change management within the computing environment.

Summary of your role

As a Senior Database Administrator you will be accountable for the performance, integrity and security of Statistics NZ's relational database environments.

You would be employed in Systems and Data services, IT Operations and Services.

Your broad role as a Senior Database Administrator will be to:

- *Maintain operational control and management of the Relational Database and Business Intelligence systems,*
- Provide Guidance and leadership to all staff and Database Administrators on effective use of databases,
- Manage problems and create quality outputs,
- *contribute to the improvement of team processes,*
- *other duties as required.*

You will be accountable for the work you do, and contribute positively to the values and outcomes outlined in our strategic plans, including Statistics 2020 Te Kāpehu Whetū, and our Statement of Intent.

You will report to the Systems and Data Services Manager.

Detailed description of your role

You will be expected to:	To achieve this you will need to:	As a result, we will see you:
Maintain operational control and management of the Relational Database and Business Intelligence systems	<ul style="list-style-type: none"> • Develop standards and guidelines to guide the use of Database software and to protect information. • Use standard management tools and processes to carry out all defined housekeeping tasks • Plan, coordinate and implement security measures to safeguard information against accidental or unauthorised damage, modification or disclosure. • Schedule, plan, and implement the installation and testing of new products and improvements to systems, such as the installation of new databases, application upgrades (e.g. Sybase / SQL), patch fixes. • Plan, coordinate, implement or improve existing disaster recovery / business continuity processes. • Manage Changes via Change/Release Management process • Investigate, diagnose, progress and action all Database events and escalate where appropriate • Be available for rostered on-call duties to meet Statistics NZ operational hours. 	<ul style="list-style-type: none"> • Manage and control of all Database events. • Complying with all operational security policies, processes and procedures. • Maintaining a stable and secure Relational database environment.
Provide Guidance and leadership to all staff and Database Administrators on effective use of databases	<ul style="list-style-type: none"> • Assist clients in administering and resolving database problems. • Built and maintain sound working relationships at the technical level with client sections to understand their needs and priorities. • Provide guidance, leadership and training to all staff on the usage of databases in an efficient and effective manner, thus improving the performance of applications. • Work as part of project teams, which are managed by staff external to the Operations and Services Division, and provide technical leadership in the team by contributing to and coordinate database development. • Plan and manage workload to ensure that the agreed outputs are delivered within the 	<ul style="list-style-type: none"> • Meeting client's needs and expectations. • Dealing with problem management in a proactive manner. • Imparting technical knowledge to the wider team. • Understanding and adhering to project management principles. • Acting as a mentor to the wider team. • Building and maintaining effective client relationships.

	<p>agreed time-frames or service level agreements</p> <ul style="list-style-type: none"> • Lead a small team and work independently with minimal hands on direction from senior managers • Lead technical projects 	
Manage problems and create quality outputs	<ul style="list-style-type: none"> • Work with vendors, users, application developers and management to obtain information. • Develop an understanding of needs and recommend potential solutions utilising rational technology. • Assess and assign resources needed and oversee quality of work produced. • Collaborate and consult with users, system administrators and system developers to overcome significant operational and/or technical issues and problems. 	<ul style="list-style-type: none"> • Foreseeing weaknesses, problems or risks that may face the database environment. • Ensuring quality standards and outputs. • Producing timely and accurate reports
Contribute to improvement of team processes and documentation	<ul style="list-style-type: none"> • Follow operational security policies, processes and procedures. • Review, develop and document operational process improvements. • Facilitate the definition and measurement of standards within Data Management. • Providing technical documentation and project plans for technical staff members. 	<ul style="list-style-type: none"> • Complying with all operational security policies, processes and procedures • Reviewing, developing and documenting operational process improvements • Adhering to standards as defined and measured by Data Management area

Desirable qualities for your role

Quality 1	A Systems Consultant needs to:
Decision quality	<ul style="list-style-type: none"> Makes sound decisions based on analysis, wisdom, experience and judgement.
Learning on the fly	<ul style="list-style-type: none"> Be open to the unfamiliar, ready to experiment and quick to learn.
Functional / Technical skills	<ul style="list-style-type: none"> Has the functional and technical skills and knowledge to meet the performance requirements of the position.
Integrity and Trust	<ul style="list-style-type: none"> Straightforward, honest and trustworthy.
Composure	<ul style="list-style-type: none"> Is level headed and a positive role model when under pressure.
Approachability	<ul style="list-style-type: none"> Is approachable, friendly and picks up on what people are thinking and how they are feeling.
Innovation Management	<ul style="list-style-type: none"> Encourages innovative thinking and is good at assessing the potential of new ideas.
Problem Solving	<ul style="list-style-type: none"> Recognise problems, analyse them, then solve them.
Priority setting	<ul style="list-style-type: none"> Accurately identifies priorities, focuses on them, and overcomes obstacles blocking the way.
Planning	<ul style="list-style-type: none"> Scopes projects and tasks effectively, creates effective plans, identifies potential difficulties and risks, monitors progress and evaluates results.
Required qualifications	<ul style="list-style-type: none"> be experienced with the computing environment / software tools / methodologies operated by Statistics New Zealand, be able to identify problems using your knowledge and experience gained in the industry in conjunction with precedents / instructions, be able to review related information to develop and evaluate options and implement solutions, have a sound knowledge of database techniques to be able to assist clients with the design of database operational standards, have relational database experience, preferably Microsoft SQL and/or Sybase preferably have a tertiary education, or show a strong aptitude to learn in a computing environment or background in application development, have the ability to take on responsibility in your role.

Our workplace: your workplace

Statistics NZ endeavours to provide a working environment that encourages the development of an individual's potential and their contribution to the organisation, by offering challenges and opportunities.

We value staff from diverse cultural backgrounds and staff with active interests outside work. We provide a supportive environment so that individuals can balance their working life and personal life. This is achieved through policies for work and family life, equal employment opportunities (EEO), and a healthy and safe work environment. All departmental offices are smoke-free.

We are committed to developing an EEO work place. All staff are required to comply with our EEO policy. Discrimination on the grounds of race, colour, sex, nationality, ethnic origin, sexual orientation, religion, disability, family, age, and marital status is not tolerated.

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