

Developer / Sysadmin / DBA Position Description

POSITION TITLE	Developer / System Administrator / Database Administrator
DEPARTMENT	IT
DATE EFFECTIVE	IT Manager
REPORTS TO	IT Manager
ROLES REPORTING DIRECT	n/a
KEY RELATIONSHIPS	IT Manager, business units and IT business team

PRIMARY OBJECTIVES

- Business application development and support duties
- Business systems integration duties
- Server and Database support to the business
- IT training and support as required

MAJOR RESPONSIBILITIES

Key Result Areas	Specific Activities	Measures
Software Engineering / development, deployment and support	<ul style="list-style-type: none"> • Software design, development, review, testing, debugging, deployment and support tasks as directed (with emphasis on business systems) 	<ul style="list-style-type: none"> • Effective development and deployment of systems that produce requested results • Effective deployment of systems • Effective capability of business systems
Systems integration	<ul style="list-style-type: none"> • Systems integration tasks as directed (with emphasis on business systems) 	<ul style="list-style-type: none"> • Well written and structured scripts and configurations that produce requested results • Effective capability of business systems
Systems and database administration	<ul style="list-style-type: none"> • Systems and database administration tasks as directed (with emphasis on Linux server administration) 	<ul style="list-style-type: none"> • Effective & functioning servers and databases • Timely provisioning of servers and services
Support and training	<ul style="list-style-type: none"> • Support and staff training of business systems as required 	<ul style="list-style-type: none"> • Effective help developing, integrating, utilising and upgrading business systems
Solutions delivery	<ul style="list-style-type: none"> • Ensure that solutions meet business and IT strategic goals and directions 	<ul style="list-style-type: none"> • Delivery of effective solutions in a timely and cost-effective manner • Effective collaboration with internal teams and suppliers
Documentation	<ul style="list-style-type: none"> • Review and develop documentation for standards and guidelines • Review and develop training materials and user and technical documentation as required 	<ul style="list-style-type: none"> • Effective, well structured documentation • Effective skills transfer

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Security and confidentiality	<ul style="list-style-type: none"> Maintain user setup and security as required Maintain confidentiality of corporate data and security information 	
Teamwork	<ul style="list-style-type: none"> Work effectively with all De Bortoli staff, the IT team and with all stakeholders 	
WHS	<ul style="list-style-type: none"> Protect your own health and safety and not affect the health and safety of other workers Follow any reasonable instruction aimed at ensuring your health and safety Report incidents and/or accidents Provide feedback on health and safety issues Maintain personal competence in relation to Workplace Health and Safety (WHS) 	<ul style="list-style-type: none"> Wear required Personal Protective Equipment (PPE) Follow Standard Work instructions (SWI) Injury report forms are completed and handed to supervisor within 24 hours Promptly report hazards and safety issues Attend and complete required training

SELECTION CRITERIA

<p>Essential Criteria</p> <ul style="list-style-type: none"> Tertiary qualifications in IT (or equivalent qualifications and experience) Significant development and/or sysadmin and/or DBA experience Ability to work in a team environment Excellent communication skills 	<p>Desirable Criteria</p> <ul style="list-style-type: none"> System Administration experience Database Administration experience Exposure to manufacturing or winemaking systems Business application development / database experience Experience with Internet / intranet / web development Experience with ETL tools and APIs such as REST Experience with open source technologies (such as Linux, MySQL, Git and HTML5 frameworks) Experience with ERP and BI business systems (Particularly QAD ERP)
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Employee:

Signature:

Manager:

Signature:

Date: ____ / ____ / ____