

POSITION DESCRIPTION

SYSTEMS INTEGRATION ADMINISTRATOR



POSITION HOLDER:	Vacant
SECTION:	Information Services
POSITION REPORTS TO:	Information Services Manager
REPORTS TO POSITION:	Nil
CLASSIFICATION:	The Friends' School (General, Early Learning & Fitness Staff) Enterprise Agreement 2024 – General Staff - Classification TFS Level 9
STUDENT CARE:	Yes
PERIOD OF APPOINTMENT:	Permanent
HOURS PER WEEK:	38 hours per week
% OF FULL TIME:	100%

PURPOSE

This person is the Information Services Team Systems Integration expert, who works closely with the Information Services Operations Manager and takes responsibility for the administration of the School's system integrations, identity management, databases, servers, virtualisation and network infrastructure.. They work closely with the Information Services Operations Manager in planning and implementing changes to systems and networks.

PRIMARY DUTIES

The primary duties have been aligned with the [Skills for the Information Age](#) (SFIA) framework.

- Ensure that you report any child safeguarding issues with the appropriate mandatory reporting processes and promote a culture where children feel empowered to voice their concerns in creating a child-safe environment.
- Systems Integration, Automation & Identity Lifecycle ([SFIA 9: SINT](#) and [IAMT](#))
 - Configure, manage, and maintain automations, system integration workflows, and middleware scripts between core School systems using established APIs and application interfaces. (SFIA Level 3)
 - Develop, manage, and maintain Identity Management lifecycle processes (automated provisioning, role changes, and deprovisioning) across cloud and directory environments. (SFIA Level 3/4)

- Assist in evaluating integration and automation processes, providing practical feedback to improve workflow efficiency and system interoperability. (SFIA Level 3)
 - Investigate, troubleshoot, and resolve system integration errors, broken data flows, and workflow exceptions, applying systematic problem-solving methods. (SFIA Level 3)
- Database Administration & Data Management (SFIA 9: [DBAD](#) and [DENG](#))
 - Database administration, including managing and maintaining database health, optimisation, structures, queries and processes. (SFIA Level 4)
 - Implement technical solutions to manage the lifecycle of data in School databases and systems.
 - Execute and monitor Extract, Transform, and Load (ETL) data transfers to ensure consistent data loading into the School's data warehouse. (SFIA Level 3)
 - Build and maintain operational reports and dashboards using Business Intelligence (BI) tools. (SFIA Level 3)
- Infrastructure & Network Administration (SFIA 9: [ITOP](#) / [NTAS](#))
 - Configure, maintain, and troubleshoot physical network infrastructure, including network switches, routers, and wireless access points. (SFIA Level 3)
 - Administer day-to-day operations within the virtualised server environment, including virtual machine resource allocation, performance monitoring, and host maintenance. (SFIA Level 3)
 - Execute and verify routine administrative procedures for system backups, data archiving, and disaster recovery testing across virtual servers and network configurations. (SFIA Level 3)
 - Maintain clear and up-to-date technical documentation for network layouts, server builds, API configurations, integration workflows, and recovery procedures. (SFIA Level 3)
 - Assist the Information Services Operations Manager and technical specialists with planned infrastructure upgrades and network deployment tasks. (SFIA Level 3)
- Infrastructure Security & Reporting (SFIA 9: [SCTY](#))
 - Generate network performance, security, and bandwidth analysis reports to inform proactive capacity planning and threat mitigation. (SFIA Level 4)
 - Collect, compile, and present network performance, bandwidth usage, and security logs to assist in proactive maintenance. (SFIA Level 3)

- Implement, maintain, and document robust network and systems security controls—including firewalls, intrusion detection/prevention systems, and access controls—to safeguard data integrity and system availability. (SFIA Level 4)
- Professional Engagement & Governance
 - Seek out and undertake Professional Learning and certification relevant to the role.
 - Participate in relevant school working groups to ensure system integration is discussed to achieve the best possible outcomes for the School's integration of information services.
 - Maintain confidentiality of all student and staff information.

DELEGATIONS

- Nil

KEY RELATIONSHIPS

- Information Services Manager
- Information Services Operations Manager
- Service Desk Team Leader
- Director of Teaching & Learning
- Heads of Schools

SELECTION CRITERIA

1. Understanding and experience of the 10 National Child Safe Standards which strive to protect children and young people from abuse and neglect.
2. Experience in systems administration and network management as demonstrated through relevant certification e.g., Certificate IV in Information Technology, System Administration, Network Engineering (or diploma or equivalent experience).
3. Preferred networking qualifications or experience:
 - CompTIA Security+ or equivalent
4. Required technical experience
 - a. Integration and automating processes using APIs
 - b. Database administration and development
 - c. Extract, Transform, Load process experience
 - d. Identity Management
5. Experience with Mobile Device Management environment and Windows Server Administration is highly desirable.

6. Highly developed problem-solving, communication and documentation skills.
7. Capacity to work in a team and autonomously.
8. Have the ability to work safely in a school environment and be fit to undertake the inherent requirements of the role.
9. Show strong support for the Purpose and Concerns and ethos of The Friends' School.
10. Must hold a current Tasmanian Working with Vulnerable People registration (employment) and provide a National Police Check (less than 6 months old).

CONFIDENTIALITY

A School environment is one where you will have access to highly confidential information; therefore, it is critical for the School to explicitly state the following:

Definition

Confidential Information includes, with the exception of information in the public domain, any information:

- disclosed to you by or on behalf of The Friends' School;
- which comes into your possession, or is generated by you, in the course of your employment, whether or not the information was originally supplied by The Friends' School;
- relating to the dealings, financial arrangements, transactions, general affairs, details of suppliers, staff members, agreements entered into with The Friends' School and the financial position of The Friends' School and other matters that do or may affect the financial position or reputation of The Friends' School; and
- relating to internal management of The Friends' School, the structure of The Friends' School businesses, The Friends' School personnel, policies, strategies, plans, or aspects of its future activities.

Your obligations

- You are expected to:
- use Confidential Information solely for the purpose of performing your duties;
- take all reasonable precautions as may be necessary to maintain the confidentiality of Confidential Information;
- not remove any Confidential Information from the School's premises without its prior consent;
- not (except in the normal course of carrying out your duties) copy or duplicate any

Confidential Information without the consent of The Friends' School and

- immediately notify The Friends' School of any suspected or actual unauthorised use, copying or disclosure of Confidential Information.

ACKNOWLEDGEMENT

I have read and understood the terms and conditions of employment set out above, and I accept employment in accordance with those terms and conditions.

Signature:

::SIGNATURE::

Name: ::FIRSTNAME:: ::LASTNAME::