

OCTOBER 2021

# Position Description

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| <b>Position Title:</b>           | Systems Administrator  |
| <b>Position Number:</b>          | 1071   |
| <b>Reporting to:</b>             | ICT Manager  |
| <b>Location:</b>                 | Geraldton  |
| <b>Conditions of Employment:</b> | Mid West Ports Authority General Staff Enterprise Agreement 2017 |

## PURPOSE

This position will assist in the configuration, maintenance and reliable operation of MWPA's computer systems, virtual servers, network infrastructure and communications systems. The role will assist in the installation of hardware and software and participate in research and development to continuously improve and keep up with the IT business needs of their organization. This role will actively resolve problems and issues with computer and server systems to minimise work disruptions.

## ACCOUNTABILITIES

| KEY RESPONSIBILITIES | OUTCOMES  |
|----------------------|---|
| Program Management   | <ul style="list-style-type: none"> <li>Implement all facets and phases of on premise, Azure and AWS administration or any other future cloud or on-premise solutions: Including but are not limited to Data Base Management Systems (SQL) servers, file and print servers, e-Mail servers, Web Servers and Navigational and Meteorological servers</li> <li>Implements and maintains all facets and phases of Active Directory and Group Policies as well as user accounts, security groups, application and database security on all Microsoft Windows and Linux servers</li> <li>Performance Monitoring and Tuning</li> <li>Carries out fault diagnosis, correction and recovery of servers and related equipment, core business applications and hardware including Wi-Fi, CCTV and network equipment to that of a Level 1 systems administrator</li> <li>Implement and maintain the updating of servers and desktop computer systems as required including but not limited to the SOE for each</li> <li>Assists the Project Manager with ICT transformation activities</li> </ul> |
| Compliance           | <ul style="list-style-type: none"> <li>Abide by MWPA Policy, Procedure and Relevant Legislation</li> </ul>  |

## QUALIFICATIONS

### TO BE ADDRESSED IN SELECTION CRITERIA

#### ESSENTIAL

- 2+ years recent experience in an IT Administrator role or other relevant IT industry experience

## COMPETENCIES & EXPERIENCE

### TO BE ADDRESSED IN SELECTION CRITERIA

#### ESSENTIAL

- Considerable knowledge and experience with Microsoft Windows and Linux operating systems and hardware & Azure and Office 365 Cloud Environments
- Considerable knowledge and experience with IIS, SharePoint and Microsoft Exchange servers
- Considerable knowledge and experience with virtualisation technologies
- Experience in SOE management and distribution
- Considerable knowledge of Microsoft Windows workstation operating systems, personal-computer system hardware and software, and local area network technology
- Experience in cloud administration and provisioning in Azure and AWS
- Willingness to learn and work as part of a team
- Strong attention to detail

#### DESIRABLE

- Working knowledge and experience with MSSQL Relational Database Management Systems

## PERSONAL ATTRIBUTES

### MWPA VALUES

It is a requirement of all MWPA positions that work will be undertaken in line with the MWPA values as follows:

**COURAGE** – We have the courage to continuously move forward, innovate, learn and grow.

**COLLABORATION** – We bring the right people together to get the best result.

**ACCOUNTABILITY** – We deliver our very best in all we do, holding ourselves accountable for results.

**INTEGRITY** – We are consistently transparent, honest, ethical and genuine.

**CARING** – We care about our colleagues, our organisation, our community and our environment.

## SPECIAL CONDITIONS

### REQUIRED

- Ability to travel interstate and intrastate as required;
- May be required to work outside normal business hours;
- C Class Drivers Licence;
- Expected to undertake any additional training to complement the operation;
- The incumbent will be required to undertake a pre-employment psychometric testing and medical check including drug and alcohol testing prior to appointment;
- The ability to obtain a Maritime Security Identification Card is a condition of employment;
- All staff must participate in ongoing random drug and alcohol testing to support MWPA's zero tolerance policy; and
- Refer to Corporate Delegations Policy No. 06 (as amended from time to time). The Corporate Delegations Policy prevails to the extent of any inconsistency with this Position Description.

## ACCEPTANCE OF JOB DESCRIPTION

This Position Description accurately describes the current position and has been explained by:

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**MANAGER NAME**

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**MANAGER POSITION**

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**SIGNATURE OF MANAGER**

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**DATE**

### **Position Description Acceptance**

The Position Description has been explained to me and I agree to carry out the duties contained within to the best of my ability.

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**NAME OF EMPLOYEE**

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**SIGNATURE OF EMPLOYEE**

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**DATE**