Position Description

Database Administrator (Synergetic)

Position Title: Database Administrator (Synergetic)
Reports to: Deputy Principal through the Head of ICT
Time Fraction: Full-time
Campus: Warragul Secondary School

The following Position Description is intended to give prospective applicants an overview of the intended position only. It is not intended to be an exhaustive summary of tasks and duties. It is expected that specific tasks and functions will change from time to time in line with School's operational structures and programs.

Primary Purpose
The Database Administrator (Synergetic) is responsible for managing Synergetic and supporting the teaching and non-teaching staff in its use, as well as assisting with other administrative functions as necessary. This includes maintenance, administration, and development of the Synergetic School Administration Application; identifying opportunities to improve efficiency and productivity in the use of Synergetic, developing and implementing training and other support processes for teaching and non-teaching staff and assisting with other school administrative tasks.

Position in context
The Synergetic Administrator is responsible to the Deputy Principal and works closely with the Executive Team, the Curriculum Services Team, and the IT Services Team on a range of matters.

Freedom to Act / Autonomy
It is the responsibility of the Synergetic Administrator to inform the respective Deputy Principal of any serious potential staff, parent or student issues that may arise in the use of Synergetic. The Database Administrator (Synergetic) works co-operatively with other Synergetic Administrators to ensure that Synergetic is used effectively, maintained, and developed as appropriate. In this regard, the Database Administrator (Synergetic) has a high level of autonomy.

Skills and Responsibilities
Skills - Personal
- Be understanding and supportive of the Anglican ethos of the school.
- Have the ability to address confidential matters with discretion.
- Have the ability to exercise appropriate professional judgment.
- Be well presented at all times.
- Be flexible and adaptable in their approach to work practices and management strategies.
- Have the ability to demonstrate initiative and sound organisational skills.
- Have the ability to encourage positive team commitment and contributions through their own commitment, enthusiasm, and energy.
- Have the ability to work effectively within established guidelines.

Skills - Work
- Possess a high level of organisational and administrative skills.
- Demonstrate initiative and the capacity to work independently and meet deadlines (e.g., be a self- motivated person who can work autonomously)

- Possess strong verbal and written communication skills with the ability to run and direct effective meetings.
- Have sound computer literacy and ability to effectively use online platforms.
- Have appropriate qualifications and/or knowledge of database analysis and strategies.
- Have sound software maintenance, backup, and recovery knowledge.
- Have the ability to conduct proactive and regular testing of database restores to ensure continuity of business operations.
- Have the ability to define operational requirements for new systems.
- Have the ability to develop and refine Crystal reports from Synergetic.
- Have the ability to use SQL to extract reports from Synergetic.
- Have the ability (or willing to be trained) to develop and analyse reports with the use of Power Query and Power BI.

Responsibilities – Application Manager
- Manage, maintain, and develop the Synergetic database, providing solutions and enhancements as required.
- Act as User Support for Synergetic queries
- Manage the extraction and transfer of data between various programs such as Synergetic, Edval, SchoolBox, TrackOne and Consent2Go as well as other third-party programs.
- Produce regular reports on an 'as needs' basis in the Synergetic environment.
- Develop and refine Crystal reports to extract data from Synergetic.
- Develop the use of SQL to extract data from Synergetic and produce reports.
- Manage the setup of all new staff users within the database.
- Maintain appropriate staff permission levels and the confidentiality of the database.
- Perform end of year and end of term rollover within the database
- Develop and manage student academic reports within the database, ensuring that student reports are completed and issued in line with the reporting calendar.
- Work with all staff to ensure integrity and accuracy of data.
- Advise on emerging technologies and products that the school should consider.
- Review documentation for new database releases and test functionality and import prior to implementation.
- Provide database support for changes to programs.
- Organise and/or deliver training in Synergetic and the documentation of processes, policies and procedures relating to Synergetic.
- Maintain required levels of knowledge and documentation relating to the database system (Synergetic)
- Manage the database requirements for timetables, Heads of Sub-Schools, Finance Department, Development and Marketing, Admissions, and all other staff.
- Assist in the management, maintenance, and development of the Microsoft Identity Management (IDM) and Synergetic synchronisation policies and processes.
- Liaise with and support the IT Manager in the network administration of live and test database servers.
- Act as the interface and filter between Synergetic representatives and staff
- Other duties as directed.

Experience and Qualifications
- Awareness of the role and function of Database Services within a multifaceted environment
- Experience in the use and set up of the Synergetic system.

- A strong understanding of SQL and relational database management.
- Experience in the use of Crystal Reports and SQL Reporter
- Experience in the use of the Microsoft suite of programs
- Experience using electronic data produced from information systems.
- Ability to manage multiple projects in a timely fashion.
- Experience working within a school environment (desirable)
- Completion of a relevant tertiary course in computing or database management (desirable).

Conditions

This is a permanent position at 1.0 FTE with a salary plus superannuation in accordance with the *St Paul's Anglican Grammar School Enterprise Bargaining Agreement*. It includes five weeks' annual leave to be taken at a time to be negotiated. Some out-of-hours work will also be required. Other conditions are as outlined in the Enterprise Bargaining Agreement.

Child Safety Statement

St Paul's is a child safe employer and is committed to the welfare of children and their protection. The School has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the School's Child Safe Policy and Code of Conduct. St Paul's performs thorough assessments of potential and existing employees in accordance with this policy. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks, Working with Children Checks and checks of social media accounts.

St Paul's has zero tolerance of racism and it is an expectation that staff and volunteers will act on incidents of racism. It is also an expectation of the School that all staff and volunteers will support children to express their culture and enjoy their cultural rights.

St Paul's is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.