



Data Administrator

Position Number:	11234	Portfolio:	Strategy and Performance
Classification:	Level 5	Reports to:	Manager Data Engineering, Level 7
Location:	Joondalup	Direct Reports:	Nil

Description

The Data Administrator's primary function is to manage the Department's spatial data resources, administration and maintenance of the corporate spatial database layers. This position assists in the coordination of the transfer of spatial data between the Department and the stakeholders. To include carrying out policy and standards development, investigating and developing future Data\GIS solutions and providing user support.

Responsibilities

Data Management (DATM)

- Performing day-to-day geospatial data management and the coordination of corporate spatial data processing including support activities.
- Assessing the integrity of data from multiple internal and external sources.
- Assisting in the coordination of spatial data transactions between the Department and the SLIP services, consultants, and the community.
- Building processes supporting data transformation, data structures, metadata, dependency, and workload management.
- Liaising with data custodians, Information Systems staff and application developers that ensure spatial datasets are effectively modelled and comply with corporate standards.
- Devising and implementing master data management processes, including classification, security, quality, ethical principles, retrieval, and retention processes.
- Planning effective data storage, sharing and publishing within the organisation.
- Interprets reporting and analysis requirements to provide insights for internal and external stakeholders and employs SQL and other tools to provide relevant data extracts.
- Producing technical documentation in relation to the scope, specification and limitations of datasets and databases.
- Ensuring compliance with data governance and data security.

Data Visualisation (VISL)

- Developing, supporting, and maintaining an analytical data infrastructure across the data lifecycle, including data collection, transformation, quality, and outputs.
- Providing advice on the appropriate use of data visualisation for different purposes and contexts to satisfy requirements.
- Undertaking the acquisition, extraction and analysis of data queries, presenting data graphically, interpreting and analysing results, identifying patterns and trends and reporting findings.
- Leading the discovery of new approaches for data visualisation.



Data Modelling and Design (DTAN)

- Setting standards and coordinating the application of data analysis, design, modelling, and quality assurance techniques, to establish, modify or maintain data structures and their associated components.
- Managing the iteration, review and maintenance of data requirements and data models.
- Developing, supporting, and maintaining an analytical data infrastructure across the data lifecycle, including data collection, transformation, quality, and outputs.

Quality Assurance (QUAS)

- Collating and examining spatial information, performs analysis to determine whether appropriate governance and standards have been applied and proposes corrective action where non-compliance is present.
- Identifying, comparing, and resolving data quality problems.
- Working with Service Management teams to establish and monitor service level agreements, communication protocols with data suppliers, and data quality assurance policies.
- Providing data quality advisory services to clients and to internal stakeholders to support assurance activity.

IT Infrastructure (ITOP)

- Overseeing the planning and implementation of maintenance and installation work, including building and configuring infrastructure components in hybrid infrastructure environments.
- Identifying operational problems and contributing to their resolution, checking that they are managed in accordance with agreed standards and procedures.

Relationship Management (RLMT)

- Helping develop and enhance internal and external stakeholder relationships.
- Dealing with problems and issues, managing resolutions, corrective actions, lessons learned and collecting and disseminating relevant information.
- Leading, participating in and/or supporting working parties and project teams involved with associated projects.

Application Support (ASUP)

- Drafting and maintaining procedures and documentation for application support.
- Managing application enhancements to improve business performance.
- Advising on application security, licensing, upgrades, backups, and disaster recovery needs.

Other duties

- Upholds equity, diversity and inclusion, work health and safety and ethical principles in all aspects of this role.
- Promotes and ensures a safe workplace, addressing both physical and psychosocial safety.
- Applies curiosity and performs other duties as required.
- Demonstrates leadership behaviours and upholds our values in all actions.



SFIA Capabilities

This position operates in accordance with the [WA Public Sector Capability Profile](#): Level 5

The [Skills Framework for the Information Age \(SFIA\)](#) skills which apply to this position are outlined below. Employees are required to demonstrate competence and development toward these, which along with the work related requirements form the required capabilities of this position. Further information about the SFIA skills can be found at <https://sfia-online.org/en/sfia-9/all-skills-a-z>.

SFIA Skill Code	SFIA Skill	SFIA Level
Core Skills		
DATM	Data Management	5
VISL	Data visualisation	5
DTAN	Data modelling and design	5
QUAS	Quality Assurance	5
ITOP	IT Infrastructure	5
DATM	Data Management	5
Contributing skills		
RLMT	Relationship Management	5
ASUP	Application Support	5

Our people, our leaders, our values

At DWER, we see every employee as a leader. This belief drives our success. To support this, we have established clear [Leadership Expectations](#). For this role, is [Personal Leadership](#) Demonstrating the expected behaviours is crucial and aligned with the role's requirements.

Our culture is shaped by [values](#) created by our people. During the selection process, we will assess your ability to fulfil the role's responsibilities while upholding our values. We expect all employees to embody our values and showcase leadership in all aspects of their work.

We serve to make a difference | We build trust | We care | Open minds | Better Together

Work Related Requirements

Consider the following requirements in relation to the role description and responsibilities outlined above.

Essential

- You have a relevant qualification in Information Technology or a minimum of three years of professional experience, demonstrating strong industry knowledge and the ability to apply technical expertise in real-world IT environments. Your experience has equipped you with the skills to support, maintain, and optimize IT systems within a business or government setting (you apply technical expertise to deliver results).
- You have proven expertise in configuring, managing, and maintaining the ESRI Enterprise Suite, including ArcGIS Server, ArcGIS Enterprise Portal, and related components. You



have successfully implemented and maintained GIS infrastructure, ensuring optimal performance, accessibility, and security for end-users and stakeholders (you ensure systems are robust and fit for purpose).

- You have experience in managing map services, feature services, and geoprocessing services, with a strong understanding of ArcGIS Enterprise Portal, including user and role management and content administration. You have worked with GIS platforms to publish, maintain, and secure spatial data, enabling effective data visualization and decision-making across various departments (you empower others through accessible and well-managed data).
- You have hands-on experience with Geocortex and VertiGIS Enterprise GIS Mapping Software, with demonstrated expertise in configuring, managing, and administering Geocortex Essentials, Geocortex Viewer, and VertiGIS products. You have supported teams in leveraging these tools to create interactive web-based mapping solutions that enhance operational efficiency and spatial data analysis (you drive innovation in digital solutions).
- You have the ability to develop standards and oversee data administration processes across a range of technologies. You have played a key role in implementing best practices for data integrity, security, and consistency, ensuring that GIS and IT systems are effectively maintained and aligned with organisational policies (you set high standards for data governance and security).
- You have strong conceptual, analytical, and problem-solving skills, with the ability to navigate complex business environments and effectively troubleshoot and resolve system issues. You have proactively identified and resolved GIS-related challenges, collaborated with cross-functional teams to optimize workflows, and contributed to strategic improvements in IT and spatial data management (you think through complexity and solve problems effectively).
- You have solid understanding of database management principles, data analysis, and hands-on experience with relevant software tools for data extraction, manipulation, reporting and modelling. You have worked with spatial databases to manage and analyse geospatial datasets, supporting decision-making through accurate data representation and reporting (you provide data-driven insights for better decision-making).

Special Requirements

- The department will conduct a national police check before offering employment.