

# DEPARTMENT OF THE HOUSE OF REPRESENTATIVES

## Duty Statement

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Classification	:	Parliamentary Service Level 6
Office	:	Information Systems and Publishing

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Security Assessment	:	Not assessed
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## Duties

1. Promote, initiate and support the efficient use of information technology within the department.
2. As systems administrator perform the following functions:
  - a) provide advice, support and assistance to all systems users;
  - b) coordinate IT training for users;
  - c) maintain and amend user documentation;
  - d) record changes to the software and hardware platforms and participate in system testing; and
  - e) coordinate problem solving and provide recommendations on enhancements or remedial action required.
3. Write system specifications for new or improved applications and manage development and implementation to the required specification.
4. Provide Business Analysis support and assist in preparing requirements for, and carrying out, application enhancements and bug fixes.
5. Provide technical support and backup for the web manager and for system users in a SiteCore CMS environment.

*NOTE:* The employee assigned to these duties may be required to rotate to other areas of the department.

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Duty representing highest function : ALL

Immediate supervisor : ASSISTANT DIRECTOR, INFORMATION SYSTEMS

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Approved:

Serjeant-at-Arms

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## Selection Criteria

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### SYSTEMS ADMINISTRATOR PARLIAMENTARY SERVICE LEVEL 6

#### INFORMATION SYSTEMS AND PUBLISHING OFFICE

1. Demonstrated technical knowledge and experience in the support of Microsoft Office products, Windows operating systems, SQL Server, VBA and Access.
2. Proven oral and written communication skills including demonstrated experience in preparing and delivering training courses and training documentation.
3. Demonstrated problem solving ability and a commitment to effective client liaison, particularly in a web development environment supporting HTML/XML/XHTML and .NET.
4. Proven administrative and organisational skills including the ability to progress a number of detailed tasks concurrently.
5. Relevant tertiary qualifications in information technology or demonstrated extensive and productive experience.

Approved:

Serjeant-at-Arms