

## POSITION DESCRIPTION

### Database Administrator / Developer

#### Primary Purpose

The Database Administrator will provide support to the Director of Technology and Innovation and is primarily responsible to provide administration and operational support for the school management database (Synergetic), including but not limited to user support, training, crystal report writing and data entry and retrieval.

This position will also provide administration and operational support for the Learning Management System (Schoolbox) known as Konnect, including but not limited to user support and training.

The Developer will design and manage the presentation of systems and programs such as Konnect, the School website and other programs as required.

#### About Korowa

Korowa is committed to excellence in learning, teaching and leadership. Students at Korowa become empowered to make a positive contribution in a rapidly changing world. We value diversity and respect our Anglican tradition.

#### Key Responsibilities

Key Areas	Key Responsibilities	Key Performance Indicators
Synergetic	<ul style="list-style-type: none"> <li>General maintenance and operation of Synergetic as required in the day to day running of the school</li> <li>First point of contact for staff requiring Synergetic support</li> <li>Provide or arrange training for staff in the use of Synergetic and Konnect</li> <li>Liaison with software vendor for the purposes of troubleshooting, fault reporting and upgrading of Synergetic</li> <li>Produce reports in MS query as required</li> <li>Manage the community database</li> <li>Design and production of Crystal reports</li> <li>Support and assist users to maintain integrity of data</li> <li>Ensure the integrity of data entry relating to student and family records</li> <li>Prepare files for mail outs as required</li> <li>Perform optimisation routines and related Synergetic maintenance</li> <li>Manage the database for semester and year end rollover</li> <li>Coordinating Synergetic upgrades with the IT department</li> <li>Providing general administrative support as required</li> </ul>	<ul style="list-style-type: none"> <li>Database maintained and up to date</li> <li>Sound data integrity</li> <li>Professional and courteous</li> <li>Staff well informed</li> <li>Training provided within 48hours of new staff commencing</li> <li>Respond to all emails/service ticket requests within 24 hours</li> <li>High level of confidentiality</li> <li>Document solutions to common issues and procedures</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain an awareness of product development roadmaps and advocate, on behalf of the school, for needed features</li> <li>• Facilitate the integration of third party products such as Care Monkey, where appropriate</li> </ul>	
Konnect (Schoolbox)	<ul style="list-style-type: none"> <li>• General maintenance and operation of the LMS</li> <li>• Act as a main point of contact for staff requiring support</li> <li>• Support and assist users to update Konnect pages</li> <li>• Perform routine system maintenance as required</li> <li>• Liaise with software vendors for the purpose of trouble shooting and fault recording</li> <li>• Work within the IT team to assist staff in providing a quality LMS (Schoolbox)</li> <li>• Work in consultation with IT Services staff and Curriculum Services staff to ensure smooth operation of Konnect</li> <li>• Maintain and manage Konnect user rights in consultation with the Director of Technology and Innovation and Senior Management</li> <li>• Maintain and facilitate the integration of School Box (Konnect) with Synergetic</li> <li>• Reporting on usage and access analytics as required</li> </ul>	<ul style="list-style-type: none"> <li>• Database maintained and up to date</li> <li>• Sound data integrity</li> <li>• Professional and courteous</li> <li>• Staff well informed</li> <li>• Training provided within 48hours of new staff commencing</li> <li>• Respond to all emails within 24 hours</li> </ul>
Development	<ul style="list-style-type: none"> <li>• Design and manage the presentation of Konnect in conjunction with our Director of Technology and Innovation</li> <li>• Design and manage the presentation of Konnect within desktop and mobile platforms across Mac, iOS and Windows operating systems</li> <li>• Design the presentation of the Synergetic Community Portal as required</li> <li>• Design the look and feel of the School's online systems</li> <li>• Develop scripts that manage process in the background for various programs</li> <li>• Design and develop online forms as required</li> <li>• Fully test and develop Konnect and website upgrades in a test environment prior to live release</li> </ul>	<ul style="list-style-type: none"> <li>• Participation in and understanding of either the following software development models: <ul style="list-style-type: none"> <li>○ Waterfall</li> <li>○ Prototyping</li> <li>○ Incremental</li> <li>○ Agile</li> </ul> </li> <li>• Effective use of project management software</li> </ul>
Child Safety	<ul style="list-style-type: none"> <li>• Responsible for understanding and applying the Schools Child Safety Policies and Procedures, including identifying and reporting risks, identifying child abuse indicators, management of disclosures, and internal and external reporting obligations</li> <li>• Where students are under their care, taking all practicable measures to protect students where a risk to their safety has been identified</li> </ul>	<ul style="list-style-type: none"> <li>• Has read policies and procedures</li> <li>• Signed Declaration</li> <li>• Completed all training</li> <li>• Act according to Child Safety Code of Conduct</li> <li>• Considers and manages the safety of students with in the school environment (eg. camps/excursions, online</li> </ul>

		environment, competitions, other events etc.)
Health and Safety	<ul style="list-style-type: none"> <li>Comply with the School's Occupational Health and Safety policy as amended from time to time</li> </ul>	<ul style="list-style-type: none"> <li>Observes OHS policy</li> <li>Carries out all reasonable management instructions</li> <li>Reports all incidents and risks</li> </ul>

Duties may vary based on operational requirements of the organisation

## Position Information

Details	Specifics
Employment conditions:	Ongoing, full-time
Location:	Ranfurlie Cres, Glen Iris VIC
Performance review:	Annually

## Key Relationships

Type	Details
Department:	Information and Technology
Reports to:	Director of Technology and Innovation
Internal:	Principal Deputy Principal Executive Staff Students and Parents
External:	Synergetic Schoolbox Suppliers

## Key Systems and Equipment Usage

Type
<ul style="list-style-type: none"> <li>Synergetic database</li> <li>Konnect (Schoolbox)</li> <li>Microsoft Windows Office Suite</li> </ul>

## Experience, qualifications, skills, abilities and behaviour

Criteria	Mandatory
Experience	<ul style="list-style-type: none"> <li>Experience within the Windows and Mac environment</li> <li>Understanding of user testing and UX approaches and methodologies</li> <li>Extensive skills in the use of Synergetic</li> <li>MS Office suite skills to a high level</li> <li>Experience and expertise in MS Query</li> <li>Experience in a similar role in a school or other environment</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>Relevant tertiary qualification / certificate and/or extensive experience</li> <li>Working with Children Check</li> </ul>
Skills, Abilities, Knowledge	<ul style="list-style-type: none"> <li>Excellent problem solving skills</li> <li>Accurate alpha-numeric data entry skills.</li> </ul>

	<ul style="list-style-type: none"> <li>• High level organisational and time management skills, including attention to details, accuracy and ability to remain task focused</li> <li>• Ability to work independently and as part of a team and to contribute to team harmony and performance</li> <li>• An ability to establish own work schedule and set priorities in accordance with operational directions, guidelines and procedures</li> <li>• Willingness to adopt new work practices and tasks in line with changes in technology</li> <li>• Commitment to maintaining confidentiality on sensitive matters</li> <li>• Demonstrated ability to pro-actively seek solutions from a variety of sources</li> </ul>
Personal Qualities/ Behaviours	<ul style="list-style-type: none"> <li>• Positive outlook and communication style</li> <li>• Supportive of the School's mission, vision and strategic plan</li> <li>• Willingness to uphold and support the ethos, expectations and rules of the School</li> <li>• A creative flair</li> <li>• Compassion, patience, empathy, initiative</li> <li>• Enthusiasm to engage in conversations regarding systems and improvement</li> <li>• Ability to motivate others</li> <li>• Positive service approach to stakeholders i.e. staff, students and community</li> </ul>

### Korowa values

Korowa Values	Personal Qualities/ Behaviours
Staff are positive role models through their words, attitudes and behaviours	<ul style="list-style-type: none"> <li>• Ability to work collaboratively and respectfully as part of a team</li> <li>• Ability to assess and self-regulate one's own responses within a professional environment</li> <li>• Ability to use suitable language, appropriate for the audience, when exchanging ideas</li> <li>• Ability to actively listen when others are communicating</li> <li>• Ability to demonstrate approachable, open body language</li> </ul>
Staff encourage excellence in all endeavours	<ul style="list-style-type: none"> <li>• Deep interest in and passion for one's field of expertise</li> <li>• Demonstrated commitment to professional development</li> </ul>
Staff are progressive and passionate professionals	<ul style="list-style-type: none"> <li>• Ability to embrace and contribute to new approaches when dealing with changes in workplace conditions</li> <li>• Willingness to build trust through managing and delivering on expectations</li> <li>• Ability to respond flexibly to the dynamic nature of the School environment</li> <li>• Exceptional written, verbal, visual &amp; non-verbal communication skills</li> <li>• Ability to meet deadlines and to be highly organised</li> <li>• Ability to demonstrate a solution oriented approach to problem solving</li> </ul>
Staff provide a nurturing environment which values and affirms every individual, yet challenges them to reach their full potential	<ul style="list-style-type: none"> <li>• Ability to demonstrate a growth mindset for self and others</li> <li>• Ability to demonstrate proactive and responsive decision making</li> <li>• Commitment to discretion, confidentiality and integrity</li> </ul>
Staff support the School's Mission, and are active ambassadors for the School	<ul style="list-style-type: none"> <li>• Demonstrate commitment to advancing the strategic objectives of the School</li> <li>• Demonstrate commitment to the mission and values of the School and the Code of Conduct</li> <li>• Demonstrate commitment to ongoing development of understanding of the education of girls in our society</li> </ul>
Special Conditions	<ul style="list-style-type: none"> <li>• As specified by the Korowa Anglican Girls' School Non-Teaching Staff Agreement</li> <li>• Four weeks annual leave, plus one week paid bonus leave</li> <li>• A Working With Children Check is required for this position</li> </ul>



### Other Relevant Information

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the School, and the development of the skills and knowledge of the position.

### Signature

I understand and accept the accountabilities and authority as outlined in this Position Description.

<b>Employee</b>					
Name:		Signature:		Date:	
<b>Manager</b>					
Name:		Signature:		Date:	