

Position Title	Systems Administrator		
Position Number	39834	Location	Darwin
Designation	Band 3 Admin		
Reports To (Position Title)	Manager ICT		
Northern Territory Government			
Information for Applicants	Applications must be limited to a one-page summary sheet and an attached resume/cv. For further information for applicants and example applications go to the OCPE website .		
Information about Selected Applicant's Merit	If you accept this position, a summary of your merit (including work history, qualifications, experience, skills, etc.) will be provided to other applicants to enable transparency and understanding of the decision. For further information go to the OCPE website .		
Organisational Context			
Territory Generation is a Government Owned Corporation that was formed in 2014. We product approximately 1900GWh of electricity a year using gas, diesel and solar technologies to provide power to the people of the Northern Territory. Our vision is to be the Northern Territory's trusted and respected energy services business. Our actions, words and behaviours are guided by a core set of Values that form the foundation of everything we do. Our Values are Focus, Integrity, Respect, Safety, Teamwork. "FIRST" We recognise that individually, our employees offer unique value and perspective and we are committed to a workplace that supports people from all backgrounds.			
Employee Responsibilities			
You work as part of a team to safely and efficiently meet your agreed objectives which contribute to the shared vision for Territory Generation. You actively demonstrate the organisation's values and take accountability for your performance and behaviour. Key responsibilities include:			
Focus	<ul style="list-style-type: none">• Demonstrates an awareness of the Vision and objectives of the Corporation.• Develops individual objectives and, where requested by direct supervisor, adjusts priorities to the needs of the business.• Tracks own performance in line with objectives on a regular basis.• Actively participates in performance reviews and feedback processes.• Remain self-disciplined and calm under pressure.		
Integrity	<ul style="list-style-type: none">• Demonstrate the organisation's values.• Conduct business in line with the values and high ethical standards – considers values in business interactions;• Ensures compliance with legal, governance and policy requirements;• Deliver on commitments – where commitments cannot be delivered on, communicates openly and honestly and sets new timelines for delivery.		
Respect	<ul style="list-style-type: none">• Takes accountability and responsibility for own actions;• Readily shares knowledge and expertise with others;• Actively supports the team and organisational goals;• Treats change and new situations as opportunities for learning and growth.		
Safety	<ul style="list-style-type: none">• Demonstrates safe working behaviours in order to achieve an incident free and safe workplace;• Develops personal safety objectives;• Challenges unsafe behaviours from team mates;• Monitors and takes ownership of own safety performance.		
Teamwork	<ul style="list-style-type: none">• Helps team mates feel valued and included in discussions;• Places higher priority on team than individual goals;• Shares important or relevant information with team or other affected stakeholders in a timely manner;• Speaks positively of team mates and other employees;• Focuses on personal growth and addresses development gaps which will help the achievement of performance goals.		

Role Responsibilities

You will be responsible for providing specialist technical advice and the operation, maintenance and support of Territory Generations Business systems. Current major systems include Pronto, Surpass and Intalex.

Your accountabilities include:

1. Work with relevant System Project Managers regarding system enhancement, system development, development of software and hardware interface and data migration initiatives. Assist with the development of Project Plans and Execution Plans.
2. In a team environment, investigate, analyse and prioritise assigned incidents and service requests. Action requests, resolve problems, manage internal and external service providers and record all actions.
3. Carry out routine auditing, monitoring, testing, maintenance and ongoing fault rectification of system environments, services, functions, data and security.
4. Provide advice, support and assistance to internal and external clients in the development and delivery of business process improvement as well as significant and major change projects.
5. Develop, review and implement database management policy, procedures and standards for effective information management, including privacy, confidentiality and data security. Ensure appropriate security, access and use of information systems.
6. Develop and maintain sound business relationship with the contracted software vendors and external service providers for the operational management systems.
7. Develop and implement continuous improvement of the operating processes, procedures and guidelines.
8. Carry out duties in accordance with Territory Generation's safety, environmental and quality policies, safety principles, corporate values and strategies.

Selection Criteria

Essential

1. Sound knowledge of relevant major business system functionality, operations and management (e.g. Pronto, Surpass and similar).
2. Extensive knowledge and experience in providing ICT problem and request resolution services to clients.
3. Sound skills in system analysis, including user requirements, technical specifications, implementation and maintenance.
4. Working knowledge of security access controls for end user security & connectivity to specified systems groups.
5. Sound oral and written communication skills, with an ability to modify information delivery to suit particular groups including end users, Corporation staff and IT contractors.
6. Ability to interpret complex technical reports and present the statistical information in a format that meets the client's requirements.
7. Proven ability to make sound judgements and to exercise initiative, discretion, confidentiality and problem solving at the delegated level of responsibility.
8. Good ability to develop and implement system training programs.
9. Ability to carry out duties in accordance with Territory Generation's safety, environmental and quality policies and corporate values and strategies.

Desirable

1. Relevant tertiary qualifications.
2. Industry accreditation in relevant software and associated systems and technologies.

REVIEW / AUTHORISATION

HR Review:		Date	
Manager ICT:		Date	
General Manager Commercial:		Date	

Pre-Employment medicals are a requirement for all Territory Generation positions

Apply online: <https://jobs.nt.gov.au/Home/JobDetails?rtfId=214038>

Closing Date: 08/06/2021