



POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

POSITION TITLE:	DATA PLATFORM ADMINISTRATOR
WORKPLACE AGREEMENT:	CITY OF SALISBURY MUNICIPAL OFFICERS ENTERPRISE AGREEMENT NO. 16, 2025
CLASSIFICATION:	MOA Level 7
DEPARTMENT / DIVISION:	CORPORATE DEVELOPMENT / CORPORATE SOLUTIONS
POLICE CLEARANCE:	REQUIRED
REPORTS TO:	TEAM LEADER TECHNOLOGY INFRASTRUCTURE SOLUTIONS
DIRECT REPORTS:	NIL
POSITION NUMBER:	

POSITION OBJECTIVES:	Enterprise Data Lake Management - Independently lead the design, implementation, and ongoing management of the enterprise data lake to ensure scalable, secure, and integrated data solutions that support strategic reporting and analytics across the organisation Infrastructure Configuration and Maintenance - Lead the Configuration, monitoring, maintenance, and optimisation of the data lake infrastructure and associated data pipelines. Ensure robust, reliable, and high-performing data flow across systems and platforms. Data Integration and Quality Assurance - Identify, develop, implement and manage data ingestion, transformation, and integration processes. Ensure data consistency, accuracy, and quality across all sources and destinations, supporting analytics and reporting needs. Compliance, Governance and Security - Ensure all data management practices comply with organisational policies, data governance frameworks and regulatory standards. Maintain data integrity, privacy, and security across all environments. • Collaboration: collaborate with stakeholders to deliver report ready data sources that support strategic decision making and performance monitoring
VALUES AND BEHAVIOURS:	These Values empower us to REACH towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work. Respectful Create a sense of belonging & pride in the Salisbury community

	• Respect individual differences • Speak up when you don't feel respected, or are not being treated respectfully • Look after the wellbeing of our community, ourselves and those around us Empowerment • Take initiative and act with confidence • Make informed decisions and own the outcome • Share ideas, feedback and solutions • Learn and grow while supporting others to do their best work Accountable • Take personal ownership and follow through • Deliver on what we say we will do • Believe that the Community comes first • Speak up when it is important Collaborative • Work together, committed to a common purpose • Openly share information • Find ways to connect people for better outcomes Helpful • Listen and focus on what we can do • Create new futures and look for opportunities • Make a positive difference
KEY RESPONSIBILITIES:	Infrastructure Configuration and Maintenance • Independently implement, configure, and maintain the data lake infrastructure and associated data pipelines. • Ensure high availability, scalability, and performance of data systems to support business critical reporting Data Ingestion, Integration and Processing • Design and manage robust data ingestion and transformation pipelines • Integrate structured and unstructured data from on premises and SaaS applications into reporting ready formats. Database and Data Warehousing Integration • Enable seamless integration between data lake and existing databases or data warehouses • Ensure efficient data flow and accessibility for reporting and analytics Data Security, Privacy and Compliance • Apply and enforce data security protocols and compliance standards • Ensure data integrity, privacy and confidentiality across all environments. Documentation and Knowledge Sharing • Maintain comprehensive documentation of data lake architecture, pipelines, configurations, and governance processes • Promote transparency and support knowledge transfer across teams. Collaboration and Stakeholder Engagement • Engage with internal stakeholders (e.g. Corporate Data Reporting Lead, Application Specialists, Infrastructure team) to understand data needs. • Deliver data solutions that align with strategic objectives and reporting requirements Performance Monitoring and Optimization

	- Continuously monitor system performance and resource utilisation. - Identify and resolve bottlenecks, implement improvements to enhance data lake efficiency, reliability and scalability. Metadata and Catalogue Management - Develop and maintain data catalogues and metadata repositories - Improve data discoverability, lineage tracking, and governance to ensure users can easily locate and understand available data assets.
WHS RESPONSIBILITIES:	- Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions. - Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation to the above. - Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting. - Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews. - Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council's Drug and Alcohol Policy. - Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).
GENERAL RESPONSIBILITIES:	- To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time. - To manage all Corporate Records in accordance with required procedures. - Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
COMPETENCIES:	To be determined and written into the individual training plan upon commencement – see Organisational Wellbeing
ESSENTIAL SELECTION CRITERIA:	Foundational Data Management & Architecture Knowledge - Demonstrated understanding of data lake concepts, architecture components, and set up processes. - Ability to support scalable and secure data infrastructure aligned with organisational needs Data Integration and Processing Experience - Experience implementing data ingestion and transformation pipelines (ETL/ELT) - Familiarity with integrating structured and unstructured data from diverse sources Database and Data Warehouse Familiarity - Exposure to relational and non-relational databases and basic data warehouse principles - Ability to support integration between data lake and existing data platforms Cloud Platform Exposure - Working knowledge of at least one major platform (e.g. AWS, Azure, Google Cloud) - Understanding of cloud-native data services and tools relevant to data lake setup.

	Data Security and Compliance Awareness • Awareness of data privacy principles and organisational data governance policies • Ability to apply basic security practices in handling and infrastructure setup Educational Background • Bachelor's degree in Information Technology, Computer Science, Data Science or related field Professional Experience • 1 to 3 years of relevant experience in data management or platform administration (including internships or graduate roles) • Experience with data lake or cloud-based data platforms is highly desirable Documentation and Collaboration Skills • Ability to maintain clear technical documentation and collaborate effectively with technical and business stakeholders Continuous Learning Mindset • Demonstrated interest in staying current with data technologies and best practices • Willingness to pursue certifications or training relevant to the role
DESIRABLE SELECTION CRITERIA:	Advanced Certifications • Additional certifications such as Certified Information Systems Security Professional (CISSP), Certified Data Management Professional (CDMP), or Certified Information Systems Auditor (CISA). Industry Experience • Experience in industries such as finance, healthcare, local government, or manufacturing, where complex data solutions and data lakes are critical. Global Experience • Experience working in a global or multi-national organization, managing data projects and solutions across different regions and cultures. Advanced Technical Skills • Proficiency in advanced technologies such as machine learning, artificial intelligence, and data analytics. Innovative Mindset • Demonstrated ability to drive innovation and implement cutting-edge technologies to enhance data management capabilities. Strong Analytical Skills • Ability to analyse complex data challenges and develop effective solutions. Customer-Centric Approach • Strong focus on understanding and meeting the needs of internal and external customers, ensuring data solutions provide maximum value. Proven Track Record • Evidence of successful delivery of large-scale data projects that have significantly improved business operations and outcomes. Professional Network • Established network of industry contacts and relationships that can be leveraged to benefit the organisation.
SPECIAL CONDITIONS:	• Some out of hour's work may be required.

EXTENT OF AUTHORITY:	Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
PRESCRIBED POSITION - SCREENING CLEARANCE	This position has been identified as a “Prescribed Position” under Council's Criminal and Relevant History Screening Procedures. Accordingly the applicant will need to provide a suitable screening certificate prior to appointment to the position and maintain such clearance during their employment in this role. Screening renewals for incumbents will be undertaken at intervals as required by legislation and paid for by Council.

POSITION INCUMBENT NAME:	SIGNATURE:	DATE: