Position Description – Senior Database Administrator (Oracle)

Position Details

Position Title: Senior Database Administrator (Oracle)

Position Number: <New>

College/Portfolio: Information Technology Services

School/Group: Global Technology Services / Data & Integration Services / Data Platforms

Campus Location: Based at the Melbourne campus but may be required to work and/or be based at other campuses of the University.

Classification: HEW 8

Employment Type: Continuing

Time Fraction: 1.0

RMIT University

RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. For more information on RMIT University follow the links below.
https://www.rmit.edu.au/about
https://www.universitiesaustralia.edu.au/university/rmit-university/
https://www.rmit.edu.au/about/facts-figures

Our three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.
https://www.rmit.edu.au/about/our-locations-and-facilities

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick

and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

Why work at RMIT University

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.
https://www.rmit.edu.au/careers

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.
https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings

College/Portfolio/Group

The Operations Portfolio enables an integrated, enterprise-wide delivery for best practice student and staff experiences.

The Portfolio incorporates the following business units: Enterprise Projects and Business Performance (EPBP), Communications, People, Information and Technology Services (ITS), Office of the Chief Operating Officer, Procurement and Vietnam Operations.

The Portfolio houses significant drivers and delivery components across the staff and student journeys and enables the overall experience for both groups. The Portfolio is integral in bringing the RMIT strategy to life, across the globe. Each of these functions supports the global operations of the University both directly as well as through its controlled entities.

The Information Technology Services (ITS) function provides RMIT University with current and emerging Technology systems and services. Our vision of "unleashing technologies to enable great experiences for RMIT communities" supports a proactive and leading-edge technology ecosystem, mindset and delivery empowering the advancement of the University's commitment to advancing Lifelong Learners. ITS has an essential role to play in realizing these goals.

Website: www.rmit.edu.au/its

Position Summary

The Senior Database Administrator (Oracle) will provide Technical Leadership and Support for the Data Platforms Team. They will perform a lead role in the management of fault resolution for Oracle Database and related Database Technologies and where escalation is required seek external vendor support. They will drive operational excellence within the function whilst enabling the delivery of enhancements and projects.

The DBA provides consultative guidance to cross-functional teams, championing database best practices and emerging technologies to transform data management capabilities. While delivering robust operational support, they will inspire technical excellence across the organization, mentor team members, and proactively identify opportunities to leverage database technologies for competitive advantage.

RMIT has a Global presence, as such this role will require being part of a 24x7 On Call Roster, which will involve working with Technical Engineers Internal and External to the Database team to resolve issues after hours.

Reporting Line

Reports to: Team Lead, Data Platforms
Direct reports: Nil

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

1. Provide specialist guidance in the design, implementation, and operational support of Oracle databases, ensuring high availability, performance, and security.
2. Develop and uphold best-practice processes, standards, and guidelines to optimize reliability, scalability, and efficiency of all Oracle database systems.
3. Implement security hardening and ensure all database environments align with RMIT security policies, regulatory requirements, and industry standards.
4. Provide 24/7 on-call support, proactive performance monitoring, and collaborate with ITS teams for swift incident resolution and ongoing database stability.
5. Act as a technical advisor and escalation point, supporting delivery of projects, enhancements, and database modernization initiatives.
6. Build strong relationships with business stakeholders to align priorities, communicate proactively, and manage expectations on services and performance.
7. Drive automation and self-service initiatives to minimize manual effort, enhance productivity, and support strategic innovation.
8. Support RMIT's IT Strategic Plan by encouraging continuous improvement, knowledge sharing, and collaboration within the team and across ITS.
9. Conduct proactive performance tuning, capacity planning, and lifecycle management to reduce downtime and enhance system performance.
10. Design, implement, and test HA/DR solutions (e.g., Data Guard, RAC, RMAN) to support business continuity.
11. Participate in cross-skilling efforts (e.g., SQL Server), architecture reviews, and use of predictive tools (e.g., OEM, AWR) to reduce technical debt and improve long-term stability.

Key Selection Criteria

1. Extensive experience in operational support, administration, and optimization of Oracle Database environments, with deep expertise in troubleshooting, performance tuning, and ensuring database security.
2. Demonstrated technical leadership with a strong ability to mentor team members, implement best practices, and lead initiatives to enhance performance, security, and availability of database systems.

3. Proven stakeholder engagement and communication skills, with the ability to collaborate across technical and business teams, build lasting relationships, and influence at all levels of the organization.
4. Ability to translate complex business requirements into scalable, secure, and efficient database solutions, ensuring alignment with RMIT's strategic and operational goals.
5. Experience in service reporting and SLA management, including tracking KPIs, identifying service improvements, and effectively presenting insights to senior stakeholders.
6. Strong focus on detail and continuous improvement, with a drive to enhance the quality, reliability, and efficiency of enterprise database services and operations.
7. Hands-on experience supporting and optimizing enterprise database technologies, including:
    a. Oracle Database (installation, configuration, administration)
    b. Performance & monitoring tools (OEM, AWR, ADDM)
    c. Backup & recovery (RMAN, Data Guard)
    d. Replication/clustering (RAC, GoldenGate)
    e. Microsoft SQL Server (administration, tuning, HA solutions) (Desirable)
    f. Enterprise tools and automation frameworks
8. Experience with database automation, scripting, and DevOps methodologies, using tools such as PowerShell, Ansible, or Terraform to streamline and modernize database operations.

Qualifications

Tertiary qualifications in Information Technology, or equivalent experience ITIL Foundation Certificate (or relevant industry framework).

Endorsed:	Signature: Name: Title: Date:	**Approved:**	Signature: Name: Title: Date: