



## Position Details

### Technical Services- CSOF6

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
<b>Advertised Job Title</b>	IT Officer - SAP Senior Basis Administrator
<b>Job Reference</b>	99160
<b>Tenure</b>	Indefinite
<b>Salary Range</b>	AU\$131,113 - AU\$153,639 per annum (pro-rata for part-time) plus up to 15.4% superannuation
<b>Location(s)</b>	Canberra, Sydney, Brisbane, Melbourne
<b>Relocation Assistance</b>	Will be provided to the successful candidate if required
<b>Applications are open to</b>	Australian Citizens Only
<b>Position reports to the</b>	Enterprise Manager, SAP Solutions
<b>Client Focus – Internal</b>	95%
<b>Client Focus – External</b>	5%
<b>Number of Direct Reports</b>	0
<b>Enquire about this job</b>	Brendan.Sullivan@csiro.au
<b>How to apply</b>	Apply online at <a href="https://jobs.csiro.au/">https://jobs.csiro.au/</a> Internal applicants please apply via <b>Jobs Central</b> If you experience difficulties when applying, please email <a href="mailto:careers.online@csiro.au">careers.online@csiro.au</a> or call 1300 984 220.

### Acknowledgement of Country

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the areas that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our [vision towards reconciliation](#).

### Child Safety

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our [Child Safe Policy](#).

### Role Overview

The role of Technical Services staff in CSIRO is to provide support for scientific research in a diverse range of laboratory and field situations across a range of different research projects. This support consists of the application of accepted technical practices and the development of new practices. The work is usually carried out as a member of a centralised service.

As the SAP Senior Basis Administrator you will be responsible for the installation, upgrade, and maintenance of SAP systems, databases and Operating Systems.

Additional configuring, monitoring, tuning, and troubleshooting the SAP technical environment, scheduling and executing the SAP transport system, design of interfaces between SAP and external systems, optimize and analyse performance issues, review and design architectures of the landscape.

As part of the SAP Solutions Team in IM&T you will provide specialist SAP knowledge and have a positive impact in CSIRO by;

- Working collaboratively with key Finance, People stakeholders and IM&T staff to establish the design and development of systems to support projects within the roadmap.
- Bringing together multiple functions across the organisation to create a streamlined and harmonious systems experience for our people.
- Harnessing insights and data from across CSIRO to inform the development of system solutions that support leading practices and processes.

## **Duties and Key Result Areas**

- Monitoring the SAP system for health and performance issues
- System Landscape Architecture Configuration and Operations
- Starting / Stopping SAP instances / Databases / Operating Systems
- Transport Request and Transport Management System management
- Batch jobs creation, controlling and management operations
- Monitor / maintain / update integrations with a number of internal and cloud applications
- All backup operations for the SAP systems Database and Operating Systems
- SAP Kernel Upgrades
- Implementing SAP OSS Notes
- Applying SAP Add-Ons and Support Packages
- System data refreshes
- SAP Security, Patch review and management
- Implementing Operating System and Database patches / upgrades
- OS Space and Disk management
- OS and Database level Security and Patch Monitoring and Management
- Disaster Recovery Architecture, Design and Validation
- Advise on System Architecture / Future state
- Team Lead / Mentor activities for the Basis Team

## **Selection Criteria**

### **Essential**

*Under CSIRO policy only those who meet all essential criteria can be appointed.*

1. Minimum 15years experience working as an SAP Basis Administrator with demonstrated experience of system architecture, configuration and operations.

2. Demonstrated experience in stopping/starting of SAP instances/Databases and Operating Systems in both a windows and linux environment.
3. Demonstrated experience in management of Transport Management System including scheduling and executing transport requests in a multi-tier environment.
4. Demonstrated experience of backup administration and disaster recovery including Database and Operating Systems
5. Demonstrated experience of system integration administration including monitoring, maintenance and updating integrations with internal and cloud applications.
6. Demonstrated experience of system administration including SAP Kernel upgrades, SAP OSS note implementation, applying SAP Add-ons/Support packs, Operating System monitoring/patching/upgrades, Database monitoring/patching/upgrades, Operating System space/disk management.
7. Demonstrated experience in SAP Batch job creation/configuration/maintenance and management.
8. Demonstrated experience and knowledge in SAP security including patching reviews and management.
9. Demonstrated experience performing SAP system data refreshes in a multi-tiered environment.
10. Demonstrated experience in designing future state architecture for on-premise and cloud solutions including S/4HANA, SuccessFactors and Business Technology Platform.

### **Desirable**

1. Demonstrated experience in team leadership and mentoring activities

### **Required Competencies**

- **Teamwork and Collaboration:** Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues.
- **Influence and Communication:** Identifies critical stakeholders and influences them via an influential third party, for example through an established network, to gain support for sometimes contentious, proposals/ideas.
- **Resource Management/Leadership:** Provides leadership that fosters an environment that encourages new ideas and provides support for the development of emerging skills. Creates trust by displaying consistency, understanding, integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.
- **Judgement and Problem Solving:** Anticipates and manages problems in ambiguous situations. Develops and selects an appropriate course of action and provides for contingencies. Evaluates, interprets and integrates complex bodies of information and draws logical conclusions, synthesises proposals and defends options with reasoned arguments.
- **Independence:** Assesses the risk and opportunity of identified strategies, options and actions. Overcomes problems and setbacks in achieving goals. Invariably includes consideration of value-added future impact on bottom line when determining the optimal and efficient use of resources.

- **Adaptability:** Demonstrates flexibility in thinking and adapts to and manages the increasing rate of organisational change by adjusting strategies, goals and priorities.

## Special Requirements

Appointment to this role is subject to provision of a pre-employment background check and may be subject to other security/medical/character clearance requirements.

- The successful candidate will be asked to obtain and provide evidence of a National Police Clearance or equivalent. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
- The successful candidate must be able to obtain and maintain a security clearance at the NV1 level.

## About CSIRO

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](#) for more information.

CSIRO is a values-based organisation. In your application and at interview you will need to demonstrate behaviours aligned to our values of:

- People First
- Further Together
- Making it Real
- Trusted