



## Position Details

### Technical Services- CSOF6

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
<b>Advertised job title</b>	SAP Solutions Senior Basis Administrator
<b>Job reference</b>	103092
<b>Tenure and work schedule</b>	Indefinite, Full-time. We will explore options for part-time, job-share and flexible work arrangements based on needs of the role and individual circumstances.
<b>Salary range</b>	AU\$135,571 - AU\$158,863 per annum (pro-rata for part-time) plus up to 15.4% superannuation
<b>Location(s) and office arrangements</b>	Canberra (preferred), Sydney, Melbourne, Brisbane Flexible work options available.
<b>Relocation assistance</b>	Will be provided to the successful candidate if required
<b>Applications are open to</b>	<ul style="list-style-type: none"> <li>Australian Citizens Only</li> </ul>
<b>Position reports to the</b>	Manager, SAP Solutions
<b>Client focus – Internal</b>	100%
<b>Client focus – External</b>	0%
<b>Number of direct reports</b>	0
<b>Enquire about this job</b>	Brendan Sullivan, via email at <a href="mailto:Brendan.Sullivan@csiro.au">Brendan.Sullivan@csiro.au</a>
<b>Support and workplace adjustments</b>	We offer a range of reasonable supports and workplace adjustments. Please let us know via email <a href="mailto:Sarah.lyons@csiro.au">Sarah.lyons@csiro.au</a> we can help you to equitably participate in our recruitment process or the role itself.
<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>

### 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](#).

## About CSIRO

As Australia's national science agency, CSIRO is solving the greatest challenges through innovative science and technology. Many of our iconic innovations were once considered impossible until someone, just like you, joined us and took on the challenge.

As one of the world's largest multidisciplinary mission-driven research organisations, we are focused on the issues that matter the most: for our quality of life, for the economy and for our environment. We believe diverse teams are more effective and deliver more innovative outcomes. When we all focus on the big things that really matter, and work in partnership with our communities and [Indigenous Australia](#), Australian science and technology can solve seemingly impossible problems and create new value for all Australians. Visit [CSIRO.au](https://www.csiro.au) for more information.

## 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 Business Unit 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 integration/interfaces with 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 copies/data refreshes
- SAP Application Security, 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, Validation and Testing
- 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 10 years 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 Linux environments.
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 design, 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, OS monitoring/patching/upgrades/space/disk management, HANA DB monitoring/patching and upgrades.
7. Demonstrated experience in SAP batch job creation/configuration/maintenance and management.
8. Demonstrated experience and knowledge in SAP and Cyber Security including patching reviews and management.
9. Demonstrated experience performing SAP system copies and data refreshes in a multi-tiered environment.
10. Demonstrated experience in contributing to the design of future state architecture for on-premise and cloud solutions including S/4HANA, SuccessFactors and Business Technology Platform.
11. Demonstrated experience in team leadership and mentoring activities.

### Desirable

1. Experience with non-SAP middleware including Axway.
2. Experience with DB variants including MaxDB and PostgreSQL.

### Not sure if you need all the criteria?

While it is CSIRO policy that the successful candidate must meet all the essential criteria, there are many ways to demonstrate this. Don't let the list discourage you. If you are unsure about applying, please reach out to the contact on page 1 of this document so we can discuss the role further.

### 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.

### Setting you up for success

We understand that not everyone works in the same way and sometimes people may require reasonable support and adjustments to perform at their best. Whether related to the recruitment process and or the role itself, this may include options such as providing different methods of communication, flexible hours or physical adjustments to work methods. If you feel comfortable, we encourage you to share any support and adjustments you may need to carry out the inherent requirements of the role. Please let us know via email [Sarah.lyons@csiro.au](mailto:Sarah.lyons@csiro.au) if we can help you to equitably participate in our recruitment process or the role itself

### Life at CSIRO and flexible working arrangements

We [work flexibly at CSIRO](#), offering a range of options for how, when and where you work. We can discuss flexible work arrangements with you during the recruitment process. CSIRO also offers a range of leave entitlements, [benefits](#) and [career development](#) opportunities. To learn more, visit [Careers at CSIRO](#).

We celebrate the uniqueness of our workforce and are committed to creating [diverse and inclusive teams](#) where everyone feels they belong. CSIRO is an equal employment opportunity organisation dedicated to recruiting people based on merit, and reflecting the diversity of the community we serve. We recognise true diversity encompasses all ages, nationalities, abilities, cultures, genders, sexualities, faiths, levels of education, diversity of thought and many more aspects of identity. By empowering diverse teams, our community is reflected in the solutions we create.

### CSIRO values

CSIRO is a values-based organisation committed to values-based leadership.

Value	Descriptor	Behaviour
<b>People first</b>	Our priority is the safety and wellbeing of our people. We believe in, and respect, the power of diverse perspectives. We seek out and learn from our differences.	<ul style="list-style-type: none"> <li>• Respectful</li> <li>• Caring</li> <li>• Inclusive</li> </ul>
<b>Further together</b>	We achieve more together than we ever could alone. We listen and collaborate, in teams, across disciplines, across boundaries. We embrace ambiguity and use discussion and persistence to generate unique solutions to complex problems.	<ul style="list-style-type: none"> <li>• Accountable</li> <li>• Authentic</li> <li>• Courageous</li> </ul>
<b>Making it real</b>	We do science with real impact. We thrive when taking on the big challenges facing the world. We take educated risks and defy convention. We celebrate successes and failures and leverage them to learn as we strive to be the force for positive change.	<ul style="list-style-type: none"> <li>• Partnering</li> <li>• Cooperative</li> <li>• Humble</li> </ul>
<b>Trusted</b>	We're driven by purpose but remain objective. We fight misinformation with facts. We earn trust everywhere through everything we do. We trust each other and we hold each other accountable. Together our actions drive Australia's trust in CSIRO.	<ul style="list-style-type: none"> <li>• Curious</li> <li>• Adaptive</li> <li>• Entrepreneurial</li> </ul>

### 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](#).

## 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 undertake a pre-employment background check. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
- The successful candidate will be required to obtain and maintain a security clearance at the Negative Vetting 1 Level.