Te Tāhuhu o te Mātauranga
Ministry of Education

Ngā Kōrero e pā ana ki te Tūranga
Job Description

Senior Database Administrator

Business Group	Te Pou Kōrero Digital and Data
Location	Wellington
Salary band	A8

Mahi i roto i te Ratonga Tūmatanui | Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki | You can find out more about what this means at Role and purpose - Te Kawa Mataaho Public Service Commission**.**

To Mātou Aronga | What we do for Aotearoa New Zealand

At Te Tāhuhu o te Mātauranga | Ministry of Education, delivering our purpose makes a real difference to all ākonga of Aotearoa:

> *He mea tārai e mātou te mātauranga kia rangatira ai, kia mana taurite ai ōna huanga*
> *We shape an education system that delivers excellent and equitable outcomes*

We fulfil our purpose by:

- delivering services and support nationally, regionally and locally to and through the education sector and in some cases directly to ākonga and whānau
- shaping the policies, settings and performance of the education system so that it is well placed to deliver equitable outcomes for ākonga and their whānau, from early learning through tertiary.

Tēnei Tūranga | About the role

The Senior Database Administrator is a senior specialist role providing technical leadership and deep expertise in the design, operation, optimisation, and security of enterprise database platforms across on-premises and cloud environments.
The role ensures high availability, performance, resilience, and data protection for mission-critical systems operating in hybrid and multi-cloud environments, including Microsoft Azure and Amazon Web Services (AWS). It supports the Ministry's data and cloud modernisation strategy by applying automation, DevOps practices, and modern engineering approaches to deliver reliable, scalable, and secure database services.
This role balances traditional database administration responsibilities with modern cloud and platform engineering practices and acts as a senior technical authority and escalation point within the database and cloud services domain.

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Ngā Haepapa | Accountabilities

As a Senior Database Administrator Te Tāhuhu o te Mātauranga | the Ministry of Education you will:

- Share specialist database and cloud knowledge across the organisation to support informed operational and strategic decision-making.

- Contribute to a high-performing, collaborative, and inclusive team culture.

- Lead the resolution of complex technical issues and manage associated risks.

- Design and implement fit-for-purpose, future-focused database solutions aligned with organisational strategy.

- Use data and insights to provide evidence-based recommendations.

- Build capability in others through mentoring, coaching, and knowledge sharing.

As the Senior Database Administrator, you will:

- Provide senior technical ownership and stewardship of enterprise database platforms across on-premises, Microsoft Azure, and AWS environments.
- Design, implement, and operate high-availability, backup, recovery, and disaster recovery solutions appropriate to each hosting model.
- Lead database performance tuning, capacity planning, and optimisation across physical, virtual, and cloud-hosted platforms.
- Ensure database security, access controls, encryption, and compliance with organisational policies and standards.
- Plan and deliver database migrations and modernisation initiatives between on-premises and cloud platforms.
- Act as a senior escalation point for complex incidents affecting hybrid database services.
- Apply automation, scripting, and Infrastructure as Code to improve reliability, consistency, and operational efficiency.
- Work closely with cloud, infrastructure, application, and security teams to deliver integrated hybrid solutions.
- Mentor and support other technical staff, sharing specialist knowledge and best practice.

You will make decisions in accordance with the Ministry's policies and delegations framework.

Ngā Tohu Mātauranga Waiwai | Desireable Qualifications

- Relevant tertiary qualification in Information Technology or equivalent practical experience.
- Microsoft Azure certification(s) relevant to infrastructure or database platforms (e.g. Azure Administrator Associate, Azure Fundamentals, or equivalent).
- Amazon Web Services (AWS) certification relevant to infrastructure or database platforms (e.g. AWS Certified Solutions Architect – Associate, AWS Certified SysOps Administrator, or equivalent)
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Wheako | Experience

To be successful in this role, you will have:

- Extensive experience administering enterprise SQL Server environments supporting mission-critical systems.

- Experience operating database platforms across on-premises, Microsoft Azure, and AWS environments.

- Proven experience designing and supporting high-availability and disaster recovery solutions in hybrid environments.

- Experience planning and executing database migrations between on-premises and cloud platforms.

- Experience working in Agile delivery environments, contributing to planning, backlog refinement, and continuous improvement.

- Demonstrated application of DevOps principles, including automation and Infrastructure as Code, in operational environments.

- Experience working in complex organisations with high availability, security, and compliance requirements.

- Strong stakeholder engagement skills, working collaboratively to deliver shared outcomes.

Ngā Āheinga | Capabilities

- To be successful in this role you will have the following capabilities and competencies:

- Advanced expertise in database administration, performance tuning, and operational support across diverse hosting models.

- Strong understanding of hybrid and multi-cloud architectures and their operational implications.

- Ability to balance traditional DBA responsibilities with modern cloud and platform engineering practices.

- Sound judgement when designing solutions, considering risk, cost, resilience, and security.

- Ability to lead, coach, and mentor others without formal line management responsibility.

- Clear and effective communication skills, including the ability to explain complex technical concepts to non-technical stakeholders.

- A strong commitment to continuous learning and professional development.

Tātai Pou | Our Cultural Competency

Tātai Pou is the Ministry's Māori Crown Relations capability framework. Tātai Pou is designed to support our people and organisation to give effect to the articles of te Tiriti o Waitangi in our work. The work-based capabilities have four focus areas and describe four levels of competency (high, confident, developing and essential) that enable us to deliver our partnership approach so that Māori enjoy and achieve educational success as Māori.

Pou Hono	Valuing Māori	Developing
Pou Mana	Knowledge of Māori content	Developing
Pou Kipa	Achieving equitable education outcomes for Māori	Developing

Ngā Kōrero e pā ana ki te Tūranga
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Pou Aroā	Critical consciousness of racial equity for Māori	Developing

Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	27 February 2026
Approved By	HR Advisory Team