



Database Developer

JOB DESCRIPTION

Reports to: Head of Technology

Department: Information and Learning Technologies

Position Summary

The Database Developer is a key member of the Information and Learning Technologies (ILT) team, reporting to the Head of Technology. The role applies strong technical expertise and effective communication skills to design, develop, and maintain robust data solutions and digital applications that support the College's business and academic operations. This includes responsibilities across database administration, application development, systems integration, and data intelligence reporting to ensure reliable, secure, and scalable technology outcomes. The Database Developer will serve as the subject-matter expert for the Synergetic Student Information System (SIS), lead systems integration initiatives, develop data intelligence reporting solutions, and build or maintain custom web and enterprise applications that support the School's strategic and operational goals.

The position works proactively within the Information Technology Department (Tech Centre) and across the College to leverage institutional data, enabling innovation, automation, and continuous improvement of business processes. Through close collaboration with stakeholders, the role supports the development of integrated solutions that enhance data accessibility, reporting, and decision-making capabilities. The role is also expected to identify practical, responsible opportunities to apply AI and automation to reduce manual effort and improve decision-making across the College.

Essential Criteria

Education and training

- Bachelor's degree or higher in Computer Science, Information Technology, Software Engineering, or a related discipline.
- Minimum 5 years' experience in a senior database administration or application development role, ideally within an education or enterprise environment

Core competencies (knowledge, skills, and experience)

Technical

- **Database Development & Management** – Advanced proficiency in Microsoft SQL Server, including T-SQL development, query optimisation, database design, data modelling and performance tuning.
- **Systems Integration & Automation** – Proven experience designing and implementing API, middleware and data integrations using REST, SOAP, webhooks, ETL processes and education-sector platforms such as Wonde. Proficiency in ASP.NET, PowerShell and other scripting languages.
- **Application Development** – Strong application development skills in languages such as Python, C#.NET, Node.js or PHP, with the ability to design, develop and maintain scalable business solutions.

- **Business Intelligence & Reporting** – Experience delivering business intelligence, analytics and reporting solutions using platforms such as Power BI, Microsoft Fabric, Tableau, SSRS and Crystal Reports to support informed decision-making.
- **Data Governance & Information Security** – Sound understanding of data governance frameworks, information security principles and privacy legislation, including the Australian Privacy Act and Australian Privacy Principles (APPs).
- **AI & Emerging Technologies** – Practical experience leveraging AI-assisted development and productivity tools to improve coding efficiency, testing, documentation, troubleshooting and solution delivery.
- **DevOps & Infrastructure** – Exposure to modern DevOps practices including CI/CD pipelines, containerisation (Docker) and infrastructure-as-code methodologies.
- **Apple Environment Administration** – Experience supporting and developing solutions within an Apple-based technology environment.
- **Business Analysis & Solution Design** – Strong analytical capability with demonstrated experience in business analysis, requirements gathering, risk assessment and the design of practical, sustainable technology solutions.
- **Data-Driven Improvement** – Proactive in identifying, championing and implementing innovative ways to utilise data for whole-school improvement, operational effectiveness and strategic decision-making.
- **Problem Solving & Troubleshooting** – Proven ability to diagnose complex technical issues, think critically, and develop effective solutions in a timely manner.

Human Relations

- **Technical Excellence** – Demonstrates deep subject matter expertise, maintains high professional standards and is committed to continuous improvement and lifelong learning.
- **Analytical Thinking** – Applies logical and critical thinking to evaluate complex situations, identify root causes and develop practical solutions.
- **Communication** – Clearly communicates technical concepts and information to both technical and non-technical audiences, ensuring understanding and engagement.
- **Stakeholder Engagement** – Builds and maintains trusted relationships with staff, leaders, vendors and external partners through a collaborative and customer-focused approach.
- **Client Service Orientation** – Delivers responsive, professional and high-quality service, consistently seeking to exceed stakeholder expectations.
- **Business & Commercial Acumen** – Understands the College's operational cycles, priorities and strategic objectives, enabling informed decision-making and prioritisation of work based on organisational impact.
- **Initiative & Ownership** – Demonstrates personal accountability, self-motivation and sound judgement, taking ownership of outcomes and navigating ambiguity with confidence.
- **Student-Centred Mindset** – Recognises the importance of accurate, reliable and timely data in supporting student wellbeing, learning and educational outcomes.
- **Integrity & Discretion** – Handles sensitive student, staff and organisational information with professionalism, confidentiality and ethical judgement.
- **Collaboration & Teamwork** – Works effectively both independently and as part of a collaborative team, contributing positively to shared goals and outcomes.
- **Organisation & Time Management** – Maintains a highly organised approach to work, effectively managing multiple priorities while delivering outcomes within agreed timeframes.

Additional requirements and values

- Positive outlook with the willingness to become involved in Scotch College life
- Demonstrated ability to embrace Scotch College Values of Service, Integrity & Stewardship underpinned by the values of the Uniting Church in Australia (UCA); in particular the UCA Charter of Education
- Demonstrated ability to abide by organisational Health & Safety Policy, Procedures & Guideline
- Recognising that Scotch College is a Child Safe Organisation, upholding the College community's commitment to a shared culture of child safety

Desirable Criteria

- Demonstrated hands-on expertise with Synergetic SIS, including database-level configuration, reporting, and module administration.
- Experience in an independent or Catholic school environment with Project Management experience
- Experience in an education environment
- School systems experience – e.g., Synergetic, SEQTA, EdVal, Solver, Orgview, Crystal Reports
- Knowledge of identity and access management (Azure AD / Entra ID, SSO, SCIM, LDAP and Identity1).
- Microsoft SQL Server certifications or equivalent professional credentials.
- Familiarity with AI/ML-enabled analytics or natural-language query tools (e.g., Copilot in Power BI/Fabric, natural-language-to-SQL tools) to extend self-service reporting for non-technical staff.

Core Responsibilities and Tasks

Student Information System (SIS) Administration

- Serve as the primary system administrator and subject-matter expert for the Synergetic SIS, including configuration, user management, data integrity, and version upgrades.
- Design, maintain, and optimise the Synergetic database schema and underlying SQL Server infrastructure to ensure performance, availability, and data quality.
- Manage Synergetic modules across academic, finance, co-curricular, and community functions.
- Develop and maintain custom queries, stored procedures, and reports within Synergetic to meet operational requirements.
- Liaise with the Synergetic vendor and user community to evaluate and implement new features, patches, and best practices.
- Administer user roles, permissions, and data access governance in line with the School's privacy obligations and policies.
- Support integrations with various other systems that rely on data from Synergetic.

Data Sources and Systems Integration

- Architect, develop, and maintain integration between Synergetic and third-party platforms including LMS (SEQTA, Orgview – HRIS, Excursion Management and Funnel), cloud identity providers (e.g., Azure AD / Entra ID), finance systems, and communication tools.
- Implement and manage integration middleware, APIs (REST/SOAP), and ETL processes to ensure reliable, timely, and secure data exchange across systems.
- Monitor integration health, troubleshoot failures, and implement alerting and automated recovery mechanisms.
- Document integration architecture, data flows, and interfaces to maintain an accurate register of system dependencies.
- Evaluate and onboard new third-party tools, assessing integration complexity and data sovereignty implications.

Data Intelligence & Reporting

- Design and maintain a school data warehouse or reporting layer, consolidating data from Synergetic and connected systems for analytical purposes.
- Develop dashboards, reports, and self-service analytics tools for senior leaders, teachers, and operational teams using platforms such as Crystal Reports, Power BI, SSRS, Microsoft Fabric or similar.
- Provide data to support strategic planning, student well-being, academic progress monitoring, compliance reporting, and staffing decisions.
- Champion data quality frameworks, including profiling, cleansing, and validation routines that ensure trustworthy reporting outputs.
- Advise stakeholders on the use of data to drive evidence-based decision-making across the School.

- Champion innovative, AI-informed use of institutional data across the Tech Centre and College departments – including piloting AI/ML tools (e.g., predictive analytics for attendance or academic risk, natural-language reporting assistants) to extend self-service insight, subject to appropriate governance.
- Design, run and maintain a library of reports to support the Schools' business and academic processes.
- Identify, develop, implement, and support reporting, analytics, and business intelligence/decision support solutions to meet the information needs and the strategic goals of the College.
- Develop custom reports with reporting software utilising stored procedures, views, and triggers to support custom reporting and automation as necessary.
- Apply sound judgement regarding appropriate, secure, and compliant use of AI tools when handling sensitive student and staff data, in accordance with the College's privacy obligations.

Database Administration & Infrastructure

- Administer Microsoft SQL Server instances (or equivalent), including performance tuning, indexing, backup/recovery, high availability, and security hardening.
- Manage database change management processes, including updates and release procedures.
- Monitor database performance proactively and respond to incidents within agreed service levels.
- Ensure database environments adhere to the School's data retention, privacy, and compliance obligations
- Be responsible for, and maintain, data sources at the College, and work with PLC, our sister school.
- Keep current with updates to systems and recommend upgrades or reviews to maintain security and operation of data systems.
- Identify and facilitate the implementation of data reporting improvements.
- Support and follow information governance and data standardisation procedures established by the organisation.
- Perform analysis of data sources and processes to ensure data security, integrity, completeness, and accuracy.

Application Development

- Design, develop, test, and deploy custom web applications and internal tools to extend the capabilities of Synergetic and other enterprise systems.
- Build integrations and lightweight apps using modern frameworks and languages (e.g., Python, .NET, Node.js, JavaScript) aligned with the school's technology stack.
- Maintain and improve existing applications, ensuring code quality, security, and performance standards are met.
- Collaborate with stakeholders across Finance, Admissions, Teaching & Learning, Academic Services and Operations to gather requirements and deliver fit-for-purpose digital solutions.
- Apply secure coding practices and participate in code reviews, version control (Git), and documentation.
- Work with internal and external stakeholders to develop or upgrade systems that require database integration.
- Liaise with the ILT team to ensure all College security and privacy requirements are complied with.
- Ensure future developments integrate with our current systems while meeting stringent requirements.
- Develop methods of efficiently capturing and delivering data, including web based and standard report-based dissemination.

Technical Documentation

- Create technical documentation in collaboration with key stakeholders.
- Use the ILT ticketing system to record and document all requests.
- Utilise the change request process prior to making changes to systems including full documentation for the requested change.
- Work with external and internal stakeholders to fully document requirements and scope of data projects prior to approval.

Collaboration, Governance & Continuous Improvement

- Act as a trusted technical advisor to the Technology leadership team and key stakeholders across the School.
- Participate in and contribute to Team Meeting, project steering groups, and vendor management.
- Maintain comprehensive technical documentation, run-books, and knowledge-base articles to support team resilience and succession.
- Mentor and upskill other IT staff in database, integration, and development practices.
- Stay abreast of emerging technologies, Synergetic product roadmap developments, and sector trends relevant to school information management

Health & Safety

- Demonstrate in daily activities a commitment to health and safety in the workplace by always performing tasks in the safest possible manner – safe for the individual, co-workers, and students.
- When required or directed by Scotch, participate in any health and safety training.
- Perform other ILT duties as specified by the Head of Technology

This job description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.

Updated 8/07/2026