

JOB DESCRIPTION
Vacancy Ref: A2070

Job Title:	IT Officer	Present Grade: 7P
Department/College:	Physics	
Directly responsible to:	Head of Department, Physics Superintendent	
Supervisory responsibility for:	IT Engineer in Physics; potentially other members of the Department and FST North Campus IT support Team	
Other contacts		
Internal: ISS FST North campus liaison, Academic staff, technical and administrative staff and students. Colleagues in the University.		
External: Computer manufacturers and suppliers, service engineers and specialist contractors.		
Major Duties: <ul style="list-style-type: none">• IT Support for Microsoft, Apple and Linux systems.• Identify solutions to existing or forthcoming IT requirements and propose these to the Departments (which henceforth implies primarily Physics, but also Chemistry) and individual research staff. Specify, research, purchase and implement hardware and software solutions.• Responsible for data protection/security strategy.• Manage domain administration for the Departments and devises Windows Active Directory policies, liaising with ISS.• Support for data management in various groups (liaising with the Library and ISS)• Commission new computer systems on arrival, including networking (obtaining suitable DNS information via ISS, administering the Active Directory and maintaining records of information). Apply electrical test information and inventory labeling. Install software and maintain record of appropriate license and inventory numbers. Deliver system to end-user and instruct staff in its use. Reallocate and use old equipment if appropriate. Arrange safe disposal of obsolete equipment via external contractors.• Installation of specialized computer systems for data collection and instrument control, employing GPIB and DAQ hardware and National Instruments LabVIEW software. Test and ensure correct function before delivering to end-user.• Support for staff in the use of computer systems, providing advice and assistance with software and hardware. To identify and solve problems. Provide instruction by means of presentations for small groups of staff when appropriate.• Verify and approving Unix and LAN computer accounts, set and enforce quotas. Create temporary wireless accounts for visitors. Chair the IT Committee. Deputise for other IT staff members in maintaining and modifying web content and ensuring backups of administrative computers via the network using specialised backup software.• Responsible for management/licensing of Departmental shared software, including co-ordination of software upgrades.• Manage IT support staff in the Department and the FST North campus team, providing training and mentoring as appropriate.		
Health & Safety <ul style="list-style-type: none">• To ensure compliance with all relevant aspects of health & safety whilst undertaking duties.		
General duties <ul style="list-style-type: none">• To assist with the raising of purchase orders, ensuring compliance with University financial regulations.		

- Manages IT budget.
- To work co-operatively with the other members of the team in support of team, department and faculty objectives.
- To undertake any other duties as required, commensurate with the grade or below as directed by the Head of Department or ISS Liaison.
- To undertake personal & professional development in accordance with post requirements.
- To support the Departments' outreach activities with school, colleges and prospective students.