**JOB DESCRIPTION**  
System Administrator  
Vacancy Ref: A3097T

**Job Title:** System Administrator: Secure Data Science Institute Administrator,  
Technical Infrastructure Group  

**Present Grade:** 7P

**Department/College:** Information Systems Services

**Directly responsible to:** Team Leader

**Supervisory responsibility for:** n/a

**Other contacts**

**Internal:**
- Line management in ISS to receive direction, instruction, advice and guidance on tasks, and to provide feedback on progress and escalate issues where necessary.
- ISS Service Desk and IT Support Teams to assist in resolving issues and to support their activities.
- Other members of ISS staff to provide advice and escalate problems.
- Departmental IT Representatives to assist with issues, discuss service requirements and alert them to service updates and events.
- University staff and students to provide specialist third-line support and advice.

**External:**
- External organisations, professional societies and associations to represent relevant issues, concerns or promote ideas.
- Hardware, software and service suppliers and consultants for pre-sales fact-finding and evaluation, training, support and problem escalation and resolution.
- IT personnel from other institutions for fact-finding, information exchange and to resolve problems.
- IT contacts and key users at partner institutions or companies of the University to discuss requirements, resolve issues or provide training and support.
- Undertaking training and development, or providing training and development as needed.
Major Duties:

1. To deliver administration, support and development of the various systems and services covered by the team(s) to which you are assigned, including their associated housekeeping systems. The duties include, but are not limited to:
   a. Development, implementation, maintenance and support of systems and services
   b. Definition and development of tools to provide effective service management
   c. Monitoring of performance and ensuring effectiveness of operation
   d. Pro-actively identifying, diagnosing and resolving problems
   e. Pro-active management of server and client security – including the timely patching of operating systems and applications
   f. Producing documentation and guidance for ISS technical staff and for end users
   g. Development of disaster recovery procedures and documentation
   h. Liaising with vendors and with support staff at other institutions
   i. Contributing to the service improvement process

2. Through the Helpdesk system, to take and resolve in a timely and professional manner referred queries and requests, escalating to other members of ISS as necessary.

3. To work to the appropriate ISS standards and practices for service provision and project delivery.

4. To provide timely and pertinent communication regarding any planned changes in service, service breaks and outages, incidents and events.

5. When requested to participate in the TIG emergency callout rota for dealing with critical system failures.

6. To provide out of office hours attendance when required to recover from system failures or to undertake major system upgrades. These attendances will be at the request of the Head of TIG, the Team Leader or their nominated representatives.

7. When necessary, to deputise for other TIG staff to ensure the day to day smooth running and operation of IT systems as directed by the Head of TIG, Team Leader or nominated representative.

8. When required, to provide IT liaison and support services to partner institutions and companies of the University including, when necessary, short periods of on-site work at UK and international locations.

9. To promote policies relating to either ISS services or broader IT issues relating to the University, and to report on the effectiveness of these policies through regular collation and analysis of user feedback.

10. To maintain an up to date awareness of developments in computing and networking technologies, operating systems and systems development.

11. To maintain high levels of professional conduct, including but not limited to:
   a. cooperative engagement in tasks set
   b. the exercising of initiative to suggest, through line managers, improvements to the service provided
   c. clear and professional styles of communication at all times

12. To carry out delegated staff management tasks effectively and efficiently.

13. To perform such duties, appropriate to the grade, as may arise through evolution, growth or restructuring, or as may be directed by the Director of Information Systems Services or nominated representative.