**PERSON DESCRIPTION**

**Junior Systems Administrator: ISS-TIG**

**Vacancy Ref: XXXXX**

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| **Criteria** | **Essential/ Desirable** | **Application Form / Supporting Statements/ Interview \*** |
| **Qualifications** | | |
| Level 3 qualification, equivalent to at least 2 ‘A’ levels in an IT or related discipline or relevant experience | Essential | Application form |
| **Experience** | | |
| Demonstrable experience of systems installation and troubleshooting. | Essential | Supporting Statements / Interview |
| Experience in the use of major systems concepts such as virtualisation, SDDC, public / private cloud. | Essential | Supporting Statements / Interview |
| Experience of implementing /administering Active Directory, Database and Web Servers. | Desirable | Supporting Statements / Interview |
| Experience of administering at least one major Operating System, such as MS-Windows, UNIX/LINUX, Solaris, etc. | Desirable | Supporting Statements / Interview |
| **Skills & Abilities** | | |
| Ability to produce well organised and structured written and verbal communications, including presenting effectively to small groups. **(Communication Skills)** | Essential | Application Form / Supporting Statement / Interview |
| Demonstrates an ability to assimilate and distil complex information (**Problem Solving)** | Essential | Supporting Statement / Interview |
| Results driven, with a commitment to excellence and high standards **(Drive for Results)** | Essential | Interview |
| Ability to generate high quality ideas and challenge standard approaches, motivating others and nurturing creative ideas in self and others **(Creativity / Innovation)** | Essential | Application Form / Interview |
| Ability to work independently with support and be able to deal with ambiguity **(Performance Management / Dealing with ambiguity)** | Essential | Application Form/ Interview/ Supporting Statement |
| Ability to effectively negotiate and effectively resolve work related conflict whilst working with a diverse range of stakeholders **(Negotiating and Conflict Management)** | Essential | Interview |
| Ability to build team relationships and be able to influence others whilst interacting with a diverse range of internal and external stakeholders **(Team Spirit)** | Essential | Interview/ References |
| Able to identify underlying symptoms and identify short terms tasks needed to accomplish overall goals with a 6 to 12-month timeframe **(Strategic Thinking)** | Essential | Supporting Statement / Interview |

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* **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.
* **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
* **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.