

# JOB PROFILE

## Systems Administrator

---



Hours per week:	37.5
Reporting Accountability:	Head of Infrastructure
Salary Banding:	£21,600 - £35,000 per annum

The System Administrator will work closely with the Head of Infrastructure and is responsible for the support and operation of information technology (IT) infrastructures within WANO London which includes data centre, network and server, telephony, service monitoring, user support/helpdesk, workstation management, servers, storage and related software. This is a hands on role responsible for ensuring the availability, integrity and security of all IT systems and infrastructure. There is potential travel to the other WANO regional centres.

### Main Responsibilities

---

- Installing, maintaining and configuring software, hardware and networks.
- Monitoring system performance and troubleshooting issues.
- Ensuring security and efficiency of IT infrastructure through access controls, backups and firewalls etc.
- Performing server administration tasks, including AD administration, security permissions, group policies, print services, research event log warnings and errors, resource monitoring and backup and restores.
- Maintaining internal infrastructure requirements including laptop, mobile devices, servers, routers, switches, firewalls, printers, IP Phones, security updates, support internet, LANs/WANs etc.
- Monitoring data centre health using pre-existing management tools and respond to software and hardware issues as they arise; help build, test and maintain new servers, as needed.
- Assisting the local and regional teams with delivery of hands-on technical assistance. Working with respective counterparts in the WANO regional centres.
- Interacting with helpdesk and other teams to assist in troubleshooting, identifying root causes and providing technical support when needed.

### General Comments

---

The above list of responsibilities is not exhaustive and WANO reserves the right to amend the post holders' responsibilities as required to support business needs.

### Personal Characteristics

---

#### Essential

- Excellent inter-personal (relationship) skills with a proven ability to communicate with peers at all levels

- A proven ability to work effectively with people from different cultures and backgrounds whilst demonstrating cultural sensitivity
- A strong commitment to WANO's mission and nuclear safety culture
- Well-organised, diligent, proactive, assertive, well-disciplined and commercially astute
- Excellent communications skills, including the ability to communicate complex messages in a clear and concise manner
- Consistently drives for high standards
- Ability to self-manage, organise and prioritise tasks, and work under pressure
- Organised and logical approach to work and problem-solving
- Confident in working with external IT consultants and a wide range of people from across the business
- Ability to successfully demonstrate the WANO London Office Behaviours (see page 3)

## Qualifications

---

### Essential

- Educated up to GCSE Level or equivalent
- Excellent command of the English language, both verbally and written.

### Desirable

- BSc in Information Technology, Computer Science or related discipline/professional certifications (MCSA etc.)

## Experience

---

### Essential

- Demonstrable experience within an IT infrastructure environment
- Experience using core Microsoft technologies including Active Directory (on premise and Azure), Exchange, Office 365 (SharePoint Online), Windows Server OS 2008 R2, 2012 R2 and 2016
- Knowledge of virtualisation platforms especially VMWare vSphere
- Demonstrable experience managing backup strategies in a virtualised environment using VEEAM or other similar vendors
- Experience of supporting VoIP telephony systems
- Proficient in Cisco firewall and networking administration
- Good knowledge of scripting (PowerShell)



