## JOB DESCRIPTION

This job description is a guide to the work the post-holder may be required to undertake but does not form part of the contract of employment and may change from time to time to reflect changing circumstances.

**JOB TITLE:** Systems Administrator  
**REPORTS TO:** IT Manager

### Primary (IT) duties:
- Responsible for Windows domain management including Active Directory, DNS, system security, software upgrades and patches etc.
- Responsible for the efficient operation of new and existing Windows services such as domain controllers, Microsoft Exchange, printing services etc.
- Responsible for all Linux-based servers and services.
- Responsible for maintaining and improving the virtual computing infrastructure (Hyper-V).
- Responsible for the College’s network, including network security and wireless systems and associated physical infrastructure.
- Responsible for the ongoing management of local and network storage and associated storage infrastructure.
- Responsible for the implementation of the backup and disaster recovery plans.
- Responsible for implementing the system section of any risk reduction plan.
- To assist the IT Manager with hardware purchasing and maintenance contracts, including servers, storage and workstations.
- To act as the practical contact for external contractors with regard to system and network installations.
- To actively research new technologies for possible deployment within the College environment.

### Additional duties:
- Acts as 2nd line support for the end user – supporting the User Support Officer.
- To assist in general IT operations as and when requested to do so by the IT Manager.
- To ‘network’ within the University and College’s system management community through attending seminars, workshops, and presentations.