

## ■ Position Description

**Job Title:** Systems Administrator

**Business Unit:** Systems

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### Purpose of the position

The Systems Administrator assists the Systems Manager by taking a role in systems and services including desktops and their support, user support services, network management, and storage systems. Tasks include installation, operation and software maintenance. The role will be developed to include cluster administration and support over time.

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### Relationships

**Reports to:** Systems Manager

**Supervisor to:** N/A

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### Key Responsibilities

#### Systems Administration

- Managing VPAC staff desktop and notebook systems, including problem solving, software installs and record keeping for Windows, linux, and MacOS.
- Assisting in the creation, migration and management of a Windows Domain using Samba.
- Assist with account creation, user problem solving, software installs and systems management of VPAC and other high performance clusters.
- Assisting with management of local networks, servers, and printers.
- Preparing functional and technical specifications for specified projects.

#### General

- Helping to develop and deliver training material to VPAC members.
- Programming to a professional standard using appropriate languages to meet project objectives.
- Effectively managing personal tasks such that all deadlines are met.
- Contributing to the professional appearance and security of the general office area.
- Assisting with projects as may be required from time to time

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### Career Development

To assume joint responsibility for career development by actively participating in various activities and producing a jointly agreed development plan identifying key areas which will assist in your personal and professional development. These activities should be consistent with VPAC's Business Plan

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## Corporate Accountabilities

To contribute to the strategic direction setting and policy making processes of VPAC by participating in key groups and forums and undertaking specific projects/ tasks.

To provide the company with prominent acknowledgement and display of appropriate VPAC logos wherever possible in all shared projects and industry documentation.

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## OHS / Environment / Quality

- To act in accordance with relevant Occupational Health & Safety Legislation and the company's matrix of Occupational Health & Safety responsibilities
- To act in accordance with relevant Environmental Legislation and the company's matrix of Environmental responsibilities
- To perform all specified duties under the company's ISO Accredited Management System

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## Communication

- Attend and participate in team/divisional activities, meetings, and day to day work activities demonstrating respect and consideration for individuals and their experiences and expertise
- Communicate constructively to other team members and/or company employees
- Be aware of and communicate to other employees and to the business, opportunities for improvement in processes, practices or procedures
- Actively work with and support other team members and/or company employees to achieve business goals

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## Core Competencies

The following are the key skills, behaviours and attributes which are required to perform the role to the appropriate standard:

- A good knowledge of Windows XP and 7, Linux, and MacOS administration and networking, including Samba and Windows Domains.
- Understanding concepts related to HPC clusters.
- Ability to manage Virtual Machines.
- Inquisitive nature to independently question and learn about technologies
- Understanding of processes, especially those related to service and change management
- Good written and verbal communications skills
- Commitment to providing a quality service to clients.
- Interest in scientific computing and related computing disciplines
- Ability to positively manage and absorb change.
- Initiative

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## Selection Criteria

- Knowledge in administration of Windows XP and 7 desktops and servers, including Samba and Windows domains.
- Knowledge in administration of Linux desktops and servers
- Familiarity with Windows HPC Cluster, Linux HPC clusters, backup systems, Virtual Machines, and MacOS
- Ability to program using a variety of compiler and scripting languages;
- Understanding of service management and change management;
- Ability to work in a team environment
- Awareness of technology trends relevant to scientific and advanced computing;
- Relevant tertiary qualification or the equivalent in experience and training/education.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Manager Signature \_\_\_\_\_ Date \_\_\_\_\_