

ROYAL HOLLOWAY University of London
PERSON SPECIFICATION FORM

POST TITLE: Senior IT Systems Administrator

DEPARTMENT: IT Department

| CRITERIA | ESSENTIAL (E) or DESIRABLE (D) | TESTED BY (Application Form, Interview, Test, Presentation etc.) |
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| QUALIFICATIONS AND TRAINING | | |
| Educated to degree-level or higher or equivalent industry experience | E | Application Form |
| SPECIFIC SKILLS, EXPERIENCE AND KNOWLEDGE | | |
| Ability to install and administrator Windows Server 2008-2012 R2 Application Form, | D | Application Form, Interview |
| Ability to install and administer Domain Controllers, Active Directory, Group Policy and DNS/DHCP , | D | Application Form, Interview |
| Ability to create and administer SharePoint, Office 365 + cloud technology, | D | Application Form, Interview |
| Ability to Administer NetApp, 3PAR and other SAN technology, | D | Application Form, Interview |
| Ability to install and administer Vmware, Hyper-V on Blade servers, | D | Application Form, Interview |
| Experience of working with customers in an IT service environment, | E | Application Form, Interview |
| Ability to tackle complex technical issues, | D | Application Form, Interview |
| Ability to document systems and procedures, | E | Application Form, Interview |
| Ability to communicate technical information to colleagues and user community, | E | Application Form, Interview |
| Demonstrate experience on TCP/IP, subnet and vLans, | D | Application Form, Interview |
| Demonstrate experience installing and maintaining SQL Server, | D | Application Form, Interview |
| Experience working with change control and managing change impact, | D | Application Form, Interview |

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| Demonstrate experience project managing medium sized Systems project, | D | Application Form, Interview |
| Demonstrate experience infrastructure audit, | E | Application Form, Interview |
| PERSONAL AND INTERPERSONAL QUALITIES | | |
| Enthusiastic, keen to learn and self-motivated | E | Application Form, Interview |
| Able to prove an interest in networking | E | Application Form, Interview |
| Good interpersonal skills | E | Application Form, Interview |
| Effective verbal and written communications skills | E | Interview, Test |
| Methodical approach to diagnosing and fixing problems | E | Application Form, Interview, Test |
| Self motivated and performance driven | E | Application Form/Interview |
| Strong organisation skills | E | Application Form/Interview |
| Able to manage priorities | E | Application Form, Interview, Test |
| Works well under pressure | E | Application Form, Interview, Test |
| Able to explain technical IT Services at a level appropriate to a varied audience | E | Application Form, Interview |
| Team player committed to delivering high quality customer service | E | Application Form, Interview, Test |
| CAPACITY FOR CAREER DEVELOPMENT | | |
| Committed to a career development path in communications infrastructure and service | E | Interview |
| CIRCUMSTANCES (e.g. unsocial hours etc.) | | |
| Able to work outside scheduled hours occasionally | E | Interview |