



PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: IT Systems Administrator

Department: IT Services

	Essential	Desirable	Tested by (Application form, Interview, Test)
Qualifications and Training			
Educated to degree-level or higher or equivalent industry experience	X		Application Form
Specific Skills, Experience and Knowledge			
Experience of working with customers in an IT service environment	X		Application Form, Interview
Ability to document systems and procedures	X		Application Form, Interview
Ability to communicate technical information to colleagues and user community	X		Application Form, Interview
Demonstrative experience in infrastructure audit	X		Application Form, Interview
Ability to install and administrator Windows Server 2008-2012 R2		X	Application Form, Interview
Ability to install and administer Domain Controllers, Active Directory, Group Policy and DNS/DHCP		X	Application Form, Interview
Ability to create and administer SharePoint, Office 365 + cloud technology		X	Application Form, Interview
Ability to Administer NetApp, 3PAR and other SAN technology		X	Application Form, Interview
Ability to install and administer Vmware, Hyper-V on Blade servers		X	Application Form, Interview
Ability to tackle complex technical issues		X	Application Form, Interview
Demonstrative experience on TCP/IP, subnet and vLans		X	Application Form, Interview
Demonstrative experience installing and maintaining SQL Server		X	Application Form, Interview
Experience working with change control and managing change impact		X	Application Form, Interview
Demonstrate experience project managing medium sized Systems project		X	Application Form, Interview
Personal and Interpersonal Qualities			
Enthusiastic, keen to learn and self-motivated	X		Application Form, Interview
Able to prove an interest in networking	X		Application Form, Interview
Good interpersonal skills	X		Application Form, Interview
Effective verbal and written communications skills	X		Application Form, Interview
Methodical approach to diagnosing and fixing problems	X		Application Form, Interview
Self motivated and performance driven	X		Application Form, Interview
Strong organisation skills	X		Application Form, Interview
Able to manage priorities	X		Application Form, Interview
Circumstances			
Able to work outside scheduled hours occasionally	X		Application Form, Interview