

## PERSON SPECIFICATION

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

**Job Title: Senior Systems and Database Administrator**

**Department: IT Services**

	Essential	Desirable	Tested by (Application form, Interview, Test)
<b>Knowledge, Education, Qualifications and Training</b>			
Undergraduate degree or equivalent experience	X		Application form
Knowledge and experience of IT Service Delivery and Infrastructure in support of large-scale business critical services and events	X		Application form
Knowledge and experience of working with customers in an IT Service Environment	X		Application form
In depth knowledge and understanding of the HE sector and student life cycle		X	Interview
Knowledge of IT Infrastructure in a complex organisation (ideally within HE sector)		X	Interview
<b>Skills and/or Abilities</b>			
Ability to tackle complex technical issues	X		Application form, Interview
Proven ability to work as part of team and support colleagues, as well as a readiness to work on own initiative and act pro-actively	X		Interview
Methodical approach to diagnosing and fixing problems	X		Interview
Excellent organisational skills and proven ability to work under pressure, prioritise conflicting demands and meet strict deadlines, whilst maintaining a high level of attention to detail and accuracy	X		Interview
Proven ability to use creative problem-solving techniques, identify and implement improvements, and innovate and develop processes and policies to improve efficiency and customer satisfaction	X		Application form, Interview
Ability install and administer Windows Server Estate		X	Application form, Interview
Ability to install and administer Domain Controllers, Active Directory, Group Policy and DNS/DHCP		X	Application form, Interview
Ability to install and administer VMWare, Hyper – V on Blade servers		X	Interview
Effective verbal and written communication skills	X		Interview
Able to explain complex technical concepts to a varied audience	X		Interview
<b>Experience</b>			
Inquisitive nature, eager to explore new concepts and approaches.	X		Interview
Aptitude and interest to learn from a new environment and make an impact quickly	X		Interview
Experience of working with IT change control	X		Interview
Experience of MS SQL server installation and maintenance		X	Interview
Experience of working with TCP/IP, subnet and VLANs		X	Interview