



## Job Description

<b>Job Title:</b>	Systems Administrator (IT and Studio)
<b>Department:</b>	CoSTAR National Lab
<b>Job type:</b>	Professional Services
<b>Grade:</b>	7
<b>Accountable to:</b>	Technical Operations Manager
<b>Accountable for:</b>	n/a
<b>Purpose of the Post</b>	
<p>This role is responsible for the configuration, maintenance and reliability of the studio's core technical infrastructure, including compute, storage, networking and media systems. The postholder will ensure that all underlying systems are stable, secure and capable of supporting a wide range of production and R&amp;D activity, including virtual production workflows.</p> <p>The Systems Administrator will act as a key point of technical expertise for infrastructure and systems, working closely with the wider technical team to support integrated, multi-system environments.</p>	
<b>Key Tasks</b>	

### **Infrastructure and Systems Management**

- Configure, maintain and support studio compute, storage and server infrastructure
- Manage operating systems, user access, permissions and system configurations
- Maintain reliable file storage, backup and data management processes
- Monitor system performance and ensure stability across all core infrastructure

### **Network and Media Systems**

- Configure and manage IT systems, including SMPTE ST 2110 ecosystem, VLANs and segmented networks; Low-latency data paths for VP; Multicast, PTP, NTP, and time-critical services
- Work with studio colleagues to maintain reliable connectivity between systems
- Assist in configuring and maintaining network infrastructure to support production workflows
- Monitor bandwidth, performance and system health across networked environments

### **Systems Integration**

- Support integration between infrastructure, real-time, edge and cloud computing systems, 5G networks, camera and stage systems
- Ensure systems are correctly configured to support production and R&D workflows
- Assist in managing dependencies between systems and identifying potential points of failure

### **Operational Support**

- Prepare systems in advance of studio production or R&D, ensuring availability and readiness
- Troubleshoot issues relating to systems, storage, connectivity and performance
- Diagnose and resolve network issues impacting real-time systems
- Support system resets, reconfiguration and updates between projects

### **Manage network access control**

- Carry out routine system maintenance, updates and patching
- Ensure systems are secure and managed in line with best practice
- Maintain documentation of system configurations, processes and changes
- Identify and mitigate risks to system stability and data integrity

### **Continuous Improvement**

- Contribute to the development of robust and scalable infrastructure for the studio
- Support the evaluation and implementation of new tools and technologies
- Document workflows, issues and solutions
- Contribute to ongoing R&D activity where relevant

### **Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the University. The post holder will be expected to undertake other duties as appropriate and as requested by their manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

## **Our Values**

Advancing equity and inclusion is central to our identity as a University of Social Purpose, guided by our values of being Respectful, Innovative, Open, and Daring. We strive to build a fair and inclusive environment for all colleagues and students, where we challenge ourselves and others with integrity, and approach difference with understanding and kindness. Every member of our community is expected to treat others with dignity, work collaboratively across a wide range of backgrounds and perspectives, and contribute to a place where everyone can participate fully and feel valued.

## Person Specification

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

**Job Title: Systems Administrator (IT and Studio)**      **Department: Story Futures**

Criteria	Essential	Desirable
<b>Knowledge, Education, Qualifications and Training</b>		
Educated to degree level or equivalent experience	X	
Strong technical understanding of IT networks, compute, storage and server infrastructure	X	
Knowledge of multicast networking, VLANs, QoS and network segmentation	X	
Understanding of resilience, redundancy and failover in live production systems	X	
Knowledge of SMPTE ST 2110 media transport standards and IP broadcast workflows		X
Familiarity with broadcast, AV and virtual production signal flows		X
<b>Skills and Abilities</b>		
Strong understanding of server, storage and computer systems	X	
Good working knowledge of networking fundamentals and IP-based systems	X	
The ability to carry out routine system maintenance, updates and patching	X	
Ability to diagnose and resolve technical issues related to infrastructure and performance	X	
Strong organisational skills and attention to detail	X	
<b>Experience</b>		
Demonstrable experience in systems administration within a production-focused environment	X	
Managing operating systems, user access and system configurations	X	
Supporting multi-system technical environments	X	
Working collaboratively within a technical team	X	
Supporting high-performance compute or GPU-based systems		X
<b>Other Requirements</b>		
Occasional evening and/or weekend work to support operational requirements.	X	

Committed to professional development to keep pace with emerging technologies and evolving virtual production workflows.	X	
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