



## POSITION DESCRIPTION

**JOB TITLE:** **SYSTEMS ADMINISTRATOR / ENGINEER**

**MODERN AWARD:** Professional Employees Award 2010.

**AWARD CLASSIFICATION:** TBC.

**DATE PREPARED:** October 2014

**CURRENT INCUMBENT:** **Vacant**

**LOCATION:** Carlton South

**REPORTS TO:** **Advanced Computing & Emergent ICT Manager**

### OTHER POSITIONS THAT REPORT TO THIS POSITION:

No direct reports.

### POSITION OBJECTIVE

The primary role of the Systems Administrator is to create and support the High Performance and Cloud Computing Infrastructure to Academic, Government and Industry Research Organisations.

### KEY RESPONSIBILITIES

- System Administration including account creation; systems management; hardware maintenance; software installations and user problem solving;
- Installation and Management of HPC and Cloud clustered computer systems;
- Maintenance, monitoring and diagnostics of configuration management systems;
- Management of local networks, servers, data backups and printers;
- Preparation of functional and technical specifications for designs;
- Develop and improve programs using appropriate languages to a professional standard to meet project objectives;
- Acts as a project team member, as required to, from time to time to assist with successful outcome.
- Manages own time effectively to ensure that all deadlines are met;
- Such other matters as may be referred from the Advanced Computing & Emergent ICT Manager from day to day taking into account the employee's knowledge and experience.
- Contributes to the professional appearance and security of the general office area by adhering to V3 Alliance policies and procedures;
- To be held accountable for working conditions under the control of the position and for detecting any unsafe or unhealthy conditions or behaviour and to take immediate steps to investigate and rectify any risks to health, safety and welfare arising from any activity.
- Take reasonable care at work so as not to put yourself or others at unnecessary risk.
- At all times follow V3 Alliance's Code of Conduct and Equal Employment Opportunity policy to ensure no harassing or bullying conduct occurs.

### ORGANISATIONAL RELATIONSHIPS

#### Internal

All V3 Alliance Systems clients.

#### External liaisons

V3 Alliance customers and suppliers.

### ACCOUNTABILITY AND EXTENT OF AUTHORITY

Under the broad direction of the Systems Manager responsible for carrying out duties in an effective, efficient and safe manner.

### QUALIFICATIONS

#### **Essential:**

- Tertiary qualification in Computer Science or a relevant discipline that includes computer related, mathematics or science courses relevant to the position, and/or substantial relevant experience.

#### **Desirable:**

- CISCO Certified Network Associate Security (CCNA) – Routing and Switching;
- Certified engineer in Red Hat;

### MANAGEMENT SKILLS

No direct reports.

### INTERPERSONAL SKILLS

Must have the interpersonal and communication skills (both written and oral), the confidence, tact and diplomacy to assert and defend own point of view and to relate across all levels of personnel; the ability to persuade and influence at both management and employee level. Must act cooperatively, friendly and reasonably to promote workplace harmony and team effectiveness.

### SPECIFIC RESTRICTIONS/CONDITIONS

- Must be physically capable to carry out duties such as involving extended periods of VDU use and lifting of computer equipment;
- May be required to work outside of normal business hours from time to time;
- May be required to travel intra and inter-state and/or internationally involving overnight stays.

## POSITION DESCRIPTION

### KEY SELECTION CRITERIA:

#### Essential

- Tertiary qualification in Computer Science or a relevant discipline that includes computer related, mathematics or science courses relevant to the position, and/or substantial relevant experience.
- and related network administration of complex computer systems, specifically Linux and servers;
- Demonstrated ability in networking systems and software including DNS and TCP / IP;
- Demonstrated experience with a parallel file system, eg GPFS or Lustre;
- Proven experience with configuration management tools such as Puppet;
- Experience using and extending existing Nagios infrastructure;
- Experience with backup software including Bacula and Tivoli;
- Proven experience with Linux clusters, Virtual Machines, and Mac OS;
- Ability to program using a variety of scripting languages, including Perl, Bash and Python;
- Awareness of technology trends relevant to scientific and advanced computing;
- Understanding of service management and change management;
- Experience working within a complex IT Department in an overall capacity is desirable;
- Well developed communication skills, both oral and written;
- Ability to work in a team environment;
- Ability to work under pressure to meet deadlines;

#### Desirable

- Experience in Windows Administration including Samba;
- Project Management expertise;
- Knowledge of LDAP directory software;
- Knowledge of or experience in version control systems such as subversion and git;
- Experience administrating ticket tracking systems.

Accepted & Approved by		Signature	Date
Employee Name:			
Manager Name			