

## ROLE PROFILE

General Details	
<b>Job Title</b>	<b>Senior Network Administrator</b>
<b>Vacancy no.</b>	<b>VN439</b>
<b>Department</b>	<b>IT Services</b>
<b>Reporting to</b>	<b>IT Manager</b>
<b>Responsible for</b>	<b>Network Infrastructure</b>
<b>Place of work</b>	<b>Telford College</b>
<b>Tenure</b>	<b>Permanent</b>
<b>Hours/FTE</b>	<b>37 hours per week</b>
<b>Salary</b>	<b>£29,836 per annum</b>
<b>Terms &amp; Conditions</b>	<b>Business Support</b>
<b>DBS</b>	<b>Enhanced</b>
<b>Closing Date</b>	<b>Monday 17<sup>th</sup> February 2020 at 9am</b>
<b>Interview Date</b>	<b>To be confirmed</b>
<b>Previous applicants</b>	<b>Previous applicants need not apply</b>

***Moral Purpose – Students first – a belief that all students can achieve and an unwavering commitment to pursue achievement for all.***

### **The Role**

The Senior Network Engineer will work closely with the Network Manager to identify, recommend, develop, implement and support cost-effective technology solutions for all aspects of the organisation.

As a senior member of the network team, the Senior Network Engineer will assist development of a complete technical support service to ensure the College's resources are managed efficiently and effectively to meet Management and Student needs.

This includes developing, configuring, maintaining, supporting and optimizing all new and existing network hardware, software and communication links. This role is also responsible for telephony, storage, security and other electronic infrastructure.

### **Main Duties and Responsibilities**

The Senior Network Engineer will:

- Develop and maintain the College's IT systems to ensure maximum availability, access and efficiency.
- Assist in implementing and developing Virtual Reality and other forward thinking technologies into the college infrastructure.
- Ensure the College network is operational during agreed access hours.
- Carrying out routine network management tasks including daily backups, anti-virus checking and other housekeeping tasks.
- Develop, implement and maintain policies, procedures and network diagrams.
- Management of the College virtual infrastructure.

- Assess, approve and administer all, network hardware and software upgrades.
- Train junior members of the team where skill gaps are identified.

**Technical Skills:**

The successful applicant will be required to design, implement, administer and maintain:

- Virtualised environments
- HP Blade Chassis and SAN storage.
- VoIP services.
- Microsoft Windows Servers, Active Directory, Exchange and related technologies  
Internet Services, including DNS, Mail, Web and related systems.

**Other Corporate Responsibilities:**

- Reflect the vision, mission, aims and values of the College.
- Always strive for continuous improvement in your professional practice and delivery of outcomes.
- Commit to the safeguarding and promotion of the welfare of children, young people and vulnerable adults.
- Participate in the College's Performance Development Review and engage in continuous professional development.
- Continually improve teaching, learning and assessment through proactive CPD and sharing best practise.
- Support enrolment procedures as appropriate and cover for absent colleagues as appropriate.
- Be compliant with Data Protection Act arrangements and confidentiality.
- Identify the financial, health and safety, equality, safeguarding, confidentiality or other risks associated with the post's sphere of responsibility and to define and take positive action to manage these risks.
- Carry out such other duties as may reasonably be required from time to time.

*This role profile is current as the date shown. It is liable to variation to reflect changes in the requirements of the role.*

## **PERSON SPECIFICATION**

### **EVIDENCE KEY**

<b>A</b> =	Application
<b>I</b> =	Interview
<b>R</b> =	References
<b>T</b> =	Test
<b>P</b> =	Presentation
<b>C</b> =	Certificate
Or a combination	

	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<b>1.</b> Degree qualification in an IT related subject		✓	A/C
<b>2.</b> Microsoft qualification		✓	A/C
<b>3.</b> ITIL qualification		✓	A/C
<b>4.</b> Prince 2 qualification		✓	A/C
<b>5.</b> Cisco qualification		✓	A/C
<b>6.</b> Evidence of successful leadership of an IT Technical team		✓	A/I
<b>7.</b> Excellent knowledge of current protocols and standards, including Active Directory, Group Policies, MS Exchange, Core switching and routing, Virtualisation, Business continuity and Disaster Recovery	✓		A/I
<b>8.</b> Significant experience of configuration/management of Cisco routers, firewalls and switches		✓	A/I
<b>9.</b> Significant knowledge and experience of web technologies, IIS, SQL	✓		A/I
<b>10.</b> Demonstrable leadership and management experience		✓	A/I
	✓		A/I

<b>12.</b> Highly self-motivated and directed	✓		A/I
<b>13.</b> Proven analytical and problem-solving skills	✓		A/I/T
<b>14.</b> Keen attention to detail	✓		A/I/T
<b>15.</b> Strong customer service ethos	✓		A/I
<b>16.</b> An understanding of and commitment to diversity and equality of opportunity	✓		I
<b>17.</b> Knowledge and/or competencies of health and safety as relevant to the post and a commitment to safeguarding the health and safety of learners and others	✓		I
<b>18.</b> Level 2 qualification (GCSE A* - C, or equivalent) in maths and English or a willingness to attain these qualifications with the support of the College	✓		A/C
<b>11.</b> Strong interpersonal, written and oral communication skills			

## **ADDITIONAL INFORMATION**

### **Conditions of Appointment**

All Appointments to the College are subject to:

- Verification of relevant qualifications
- Receipt of references considered suitable by the College
- Verification that you are legally permitted to work in the United Kingdom
- Disclosure & Barring Service (DBS) Checks

The College's policy is to have an enhanced disclosure check for all posts. As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust, the College complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. The College has a written policy on the recruitment of ex-offenders which is available from Human Resources.

### **Equality and Diversity**

The College is an equal opportunities employer and encourages applications from all sections of the community.

The College welcomes applications from persons with disabilities and will interview any person with a disability who meets the essential criteria for the role as outlined in the person specification.

### **Safeguarding**

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

### **Location**

The postholder will be required to carry out their duties on the College premises.

