
ROLE PROFILE and PERSON SPECIFICATION



Post Title	Senior Network Administrator
Remuneration	£37,137 - £47,244 (University of Gibraltar Manager Grade)
Other Benefits	Position is pensionable with employer contribution
Contract	Permanent contract after probation
Base Location	Europa Point Campus, University of Gibraltar
Hours	37-hours per week
Annual Leave	25 days (plus public holidays)
Responsible to	Head of ICT

GENERAL

The University of Gibraltar is a not-for-profit independent tertiary institution established in Gibraltar under the University of Gibraltar Act 2015. Its principal mission is to respond to current societal needs as well as to shape personal and professional futures through the pursuit of education, training, and research. The University is committed to innovative partnerships with business, government, charitable foundations, healthcare and educational institutions. It is a regionally facing institution that seeks to be globally engaged and recognised.

JOB PURPOSE

The University of Gibraltar requires ICT infrastructure, programmes and services that enable cutting-edge teaching, learning and research. As such, the University's ICT provisions should be education focused, flexible, and forward-looking, and expedite collaboration within, and beyond the University.

The Senior Network Administrator takes a lead on ensuring that the network infrastructure, data management, security and other business operational needs of the University are met through provision of a robust, secure and efficient network.

MAIN DUTIES AND RESPONSIBILITIES

Be responsible for operational aspects of Information Communication and Technology across the University taking account of the requirements of a quality Higher Education establishment. This includes:

1. Ensure an efficient and cost-effective network and data centre architecture and infrastructure for ICT to support business/operations as well as teaching and learning. This includes undertaking selection of appropriate hardware and software across a diverse technical platform.

2. Take a hands-on, proactive approach to the delivery of a stable and secure local area network, wide area network and wireless connectivity.
3. Oversee aspects of information security, protocol, compliance and governance about the ICT service provided to university users.
4. Oversee the data storage, management, accessibility and security needs of the University, and ensuring a resilient, scalable and secure data management solution.
5. Support future data centre operations, other remote sites and wider collaborations, as required.
6. Manage and provide procedural documentation and relevant reports (as required).
7. Engage proactively and constructively with the ICT Department’s internal and external stakeholders.
8. Keep abreast of key changes in higher education related technologies with a view to supporting the improvement of university performance and the student experience.

Other

1. Actively promote the mission and values of the University.
2. Act ethically and uphold University’s sustainability commitment at all times.
3. Work within the Health, Safety and Welfare at Work Act 1999; fulfilling the legal duty to take responsible care for own health and safety and others who may be affected by their actions.
4. Support the University’s major events such as graduation day, public lectures, open days, freshers’ week, applicant days, clearing and other key events.
5. Ensure that the highest standards of professional performance are maintained.
6. Promote equal opportunities, diversity and inclusion in the work of the University.
7. Ensure compliance with relevant legislation and statutory codes of practice, as advised.
8. Participate in the University’s performance review and appraisal processes.
9. Ensure all University policies are implemented within the remit of this post.
10. Undertake any other duties as may reasonably be required commensurate with the grade of the post, as requested by line manager.

This position description is a guide to the work the post holder will initially be required to undertake. It may be amended from time to time to meet changing circumstances by mutual agreement. It is expected the job description will be regularly reviewed by the post holder and line-manager. These discussions will normally take place during the annual Staff Performance and Development Review (SPDR).

Although the base location is as shown, the role holder may be required to work on any university site or associate campus. A summary of essential and desirable attributes appears below and forms part of this position description.

PERSON SPECIFICATION

	Essential [E]	Desirable [D]
Qualifications and/or Professional Development	<ul style="list-style-type: none"> • Relevant postgraduate qualification and /or relevant professional qualifications. 	
Previous Experience	<ul style="list-style-type: none"> • At least seven years of experience of working as a network administrator or similar role. 	<ul style="list-style-type: none"> • Experience in leading a network team and/or network infrastructure.

	<ul style="list-style-type: none"> • Experience in working with Cisco switches, Cisco Firewalls and other Cisco network appliances. • Experience of successfully establishing and managing complex stakeholder relations. • Good understanding of the major components supporting a complex shared ICT service; infrastructure (including virtualisation), data warehouse, data integration, development support and user facing services. • Experience of managed/outsourced services, commercial partners that have add value. • Extensive knowledge of IT Security protocols, processes, policies and standards, information security. • Good knowledge of business systems and how they can support Higher Education. 	<ul style="list-style-type: none"> • Experience in working with virtualised environments e.g. VMware. • Experience in working as a system administrator on both Windows and Linux servers. • Experience in working with Microsoft Exchange • Experience working with Azure/O365 • Experience in helpdesk support.
<p>Knowledge, Skills and Abilities</p>	<ul style="list-style-type: none"> • Ability to lead on matters related to network infrastructure and data centre management. • Thorough with a keen eye for detail and data accuracy. • Strong interpersonal and communication skills, both written and oral with an ability to communicate effectively at all levels including non-technical staff/students. • Excellent organisational skills. • Ability to work in a small, flat organisational structure. • Ability to work consistently under pressure, prioritise work and meet deadlines. • Ability to work effectively as a team member, and to develop effective working relationships. • Able to take initiative, exercising due tact and judgement. • Positive, responsive with a staff/student-friendly approach. 	
<p>Values and Principles</p>	<ul style="list-style-type: none"> • Commitment to the University’s values. • Commitment to high-quality learning, teaching and the student experience. • Ability to work flexibly (this may include working until 6pm when classes are being delivered) to meet the needs of the University. • Commitment to continuous improvement. • Culturally nimble and able to interact in a work environment in both very formal and very informal contexts. 	