

POSITION DESCRIPTION

POSITION TITLE	Senior Systems Administrator
CLASSIFICATION	PG 7.1 - PG 7.6 (\$99,067 - \$109,387 base per annum), depending on skills and experience
ROLE	Full time (36.25 hours per week)
LOCATION	St Vincent's Hospital campus in Fitzroy, with flexibility to work from home accordance with company guidelines.

ABOUT THE ROLE

Reporting to the Head of Information Technology, the Senior System Administrator provides 3rd level technical expertise, support, maintenance, and development of a range of systems and applications.

Key responsibilities

- Engage and build effective working relationships with relevant internal and external stakeholders on resolving ICT issues and contributing on continuous improvement of our Systems.
- Continuous monitoring and improvement of system performance
- Develop documentation for processes, configuration and assets.
- Provide backup Level 1 and 2 support
- Manage and maintain technical infrastructure and solutions including:
 - *Networking*: Switching and routing, internet, VPN, WiFi and Radius
 - *Cyber security*: Fortinet Firewalls, Endpoint Management, Microsoft Defender
 - *Cloud Environment*: Microsoft Azure, Entra, O365, Intune
 - *On-prem environment*: Active Directory, Exchange, SQL Server
 - *Disaster Recovery*: Veeam backup and recovery

Core Competencies for the Role

Task complexity - Complex and innovative

Work at this level is of a developmental or strategic nature. Difficulties facing the position holder include options that have a bearing on outcome or original plans, the scale of operations may add to complexity, critical industrial or legal issues, and necessity for application of state-of-the-art knowledge, techniques or technologies to work tasks and or situations. Work at this level requires the position holder to analyse and evaluate information and apply most relevant solution to achieve results.

Knowledge required - Broad

Substantial theoretical, policy or technical knowledge, may require some knowledge of external environment such as relevant legislation and or government policies.

Judgement and problem solving - Adaptive

At this level the position holder is expected to be able to solve diverse problems by applying subject matter knowledge and previous experience. This may include making regular decisions that impact outside the immediate work area such as the deployment of resources or services. Provides assistance with and starts to own forward planning processes, such as estimating and budgeting as derived from operational responsibilities. There is some discretion to innovate within own function and to take responsibility for outcomes.

Level of supervision and independence - Broad

Position holder is told at a high-level what outcomes need to be achieved by the team, when they need to be completed and who needs to be involved in achieving them. Position holder participates in decision making and operates within the broad framework of organisational policies and procedures. Supervision is typically monthly supervision, where broad outcomes are reviewed.

Organisational relationships and impact - Advanced

Position holder is able to apply a detailed knowledge of the interaction between work unit policies, processes and procedures within their own area and understand how this impacts on other work areas. Is expected to provide advice and assistance to others and to make suggestions for change to make improvements to operations. Responsibilities at this level are starting to have an impact at an organisational level, beyond own work team.

ABOUT YOU

To be successful in this role, you will have demonstrated experience in ICT systems administration and/or software development. Experience in VMware environments on Microsoft Windows or Linux Operating systems is highly regarded - however training will be provided as required.

You establish and maintain strong relationships within a network of internal and external stakeholders and will display an ability to work both independently and collaboratively within the wider Bionics Institute team. Your problem solving skills and ability to work under pressure, will assist you to be able to identify and resolve technical ICT issues related to software, hardware and networking.

SELECTION CRITERIA

Essential

- Relevant tertiary qualifications in IT or related field or equivalent experience.
- 3 years minimum of relevant experience in applicable field administering Microsoft products.
- Microsoft cloud management and administration, specifically with Azure and Office365
- Proven experience with some of the listed systems; experience with all is not required.
- Exceptional problem-solving skills and ability to work under pressure.
- Excellent communication and interpersonal skills to interact with a diverse group.
- Ability to work independently and in collaboration with a team.

Desired

- Cyber Security management and experience with Microsoft Cloud Security and on-premises solutions.
- ITIL certifications, other relevant certifications, or similar.

Additional Requirements: Prior to any offer being made, all preferred candidates will be required to provide:

- A national police check via Fit2Work.
- Evidence of holding the legal right to work in Australia with no restrictions.

OUR COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

As our research transforms the lives of people across all walks of life, we recognise that a diverse, engaged, and united team makes us stronger, and we hire qualified people from all different backgrounds and experience levels.

We encourage employees to speak with your manager or a member of our HR team about the type of working arrangements that would help you thrive in your role at the Bionics Institute.