<table>
<thead>
<tr>
<th><strong>Position Title:</strong></th>
<th>Senior Systems Administrator</th>
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<tbody>
<tr>
<td><strong>Organisation Unit:</strong></td>
<td>Information Technology Services</td>
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<tr>
<td><strong>Position Number:</strong></td>
<td></td>
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<tr>
<td><strong>Type of Employment:</strong></td>
<td>Continuing, full-time</td>
</tr>
<tr>
<td><strong>Classification:</strong></td>
<td>Hew Level 7</td>
</tr>
</tbody>
</table>

## THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver **knowledge leadership for a better world**.

UQ ranks well within the top 100 universities worldwide, measured through a number of major independent university rankings: the Academic Ranking of World Universities, Times Higher Education World University Rankings, US News Best Global Universities Rankings, QS World University Rankings and Performance Ranking of Scientific Papers for World Universities, and is indeed in the top 50 in some of these rankings. In 2013, UQ attracted more Australian Research Council funding than any other Australian university or research body.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience –the **UQ Advantage** – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more Australian Teaching and Learning Council Awards for Teaching Excellence than any other in the country and attracting the majority of Queensland's highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, and a founding member of Universitas 21, an international consortium of leading research-intensive universities. UQ is also the largest university in Queensland.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 215,000-plus alumni. The University has more than 7,000 academic and professional staff and a $1.6 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
Organisational Environment

The Division of Information Technology Services (ITS) at The University of Queensland provides an information environment that supports the teaching, learning, research and engagement objectives of the University and contributes positively to the student experience and the University’s reputation, in line with our values of Service, Team, Accountability and Results. It comprises three major sections located across the University’s campuses: Academic Services, Enterprise Support and University Networks. Also located within ITS is the internationally recognised network security group, AusCERT, which provides internet security services throughout Australia and New Zealand. ITS manages core networks not only for the whole of The University of Queensland but also works with other Queensland universities to manage access to the national university network (AARNet). ITS also operates Supercomputers and many of the University’s largest servers.

For further information visit our website www.its.uq.edu.au

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

The primary function of the position is to provide a high level of support for information technology systems within ITS, client departments and organisations. The position may be responsible for supervising small teams.

Duties

Duties and responsibilities include, but are not limited to:

- Implement and maintain information technology systems and related infrastructure.
- Investigate, evaluate and report on new equipment, systems, processes and standards.
- Architect, develop and project manage information technology projects within specified time frames. Provide status updates and escalate issues as required.
- Undertake administrative tasks including (but not limited to) preparation of business cases, preparation of plans (in support of technical tasks), submission of change and overtime requests, management of work requests and completion of timesheets.
- Assist the manager in matters of budget preparation and strategic and long term planning.
- Develop positive relationships with vendors and clients. Provide technical advice to clients’ requirements and satisfaction.
- Assist in the selection of staff and represent Information Technology Services on committees as required.
- An employee may be required to carry out other duties within the scope of the classification and within the limits of their skill, competence and training.
Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

- the University’s Code of Conduct
- requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Some positions may require the incumbents to work rotating shifts with appropriate allowances, or on a rotating roster not involving shift work as such. Some positions may require the incumbent to be available on-call outside of working hours, subject to payment of the prescribed allowance and overtime penalties if necessary. While staff will have a campus nominated as their principal campus, they may be required to work at any University Campus subject to the Travel and Transfer Policy (http://ppl.app.uq.edu.au/content/5.43.09-transfer-and-travel-between-university-locations).

Organisational Relationships

The position reports to the Manager, HR Systems and Analysis and might be required to direct other professional or technical staff on work relating to specific tasks or projects

SELECTION CRITERIA

Essential

- Qualifications and training equivalent to an undergraduate degree in IT; or an equivalent combination of relevant experience and/or education/training.
- Extensive relevant experience and skills in analysis, design, development, architecture and maintenance of multi-user systems or applications
- Demonstrable experience in working effectively with clients and colleagues to achieve positive outcomes.
- Detailed knowledge of, and extensive experience working in at least three of the following areas:
  - Unix Systems (Solaris and Linux preferred) – on both real and virtualized platforms.
  - Clustering Unix systems
  - Network and Unix server monitoring systems
  - IT security, including firewalls and operating system security
  - Workload automation and change management tools such as Control-M
- Knowledge of TCP/IP networking.
- Skills and experience in programming, including Perl, C, Shell.
- Demonstrated effective problem solving skills with the ability to perform research or liaise with others to develop solutions for more difficult problems.
- Effective communication and interpersonal skills.
- Organised and methodical approach to tasks.
- Must be self motivated and able to work to objectives with limited guidance either alone or as a member of a small team.

**Desirable**

- Experience with Aurion HRIS
- Experience in team leadership and/or project management.

The University of Queensland is committed to equity, diversity and inclusion.