
Position Description

Position Title:	Network Administrator
Position Classification:	Level 7 (multi classified)
Position Number:	318057, 318060, 318064, 318066, 318072, 318074, 318077, 318080, 318082
Faculty/Office:	University IT
School/Division:	Infrastructure & Platforms
Centre/Section:	
Supervisor Title:	Manager (Network Administration)
Supervisor Position Number:	318054

Your work area

UWA is making significant investments in the Information and Technology Services to enable its strategic direction and goals. UWA is also looking to utilise technology advancements to expand its services and create new and innovative teaching and research models.

The redesign of the Infrastructure and Platform Services unit aims to deliver design and operational services through a portfolio comprised of a Network and Platform section and an End User Compute section.

Reporting structure

Reports to: Manager (Network Administration)

Your role

As the appointee you will operate independently and provide support to the Manager, Network Administration in network and communications services development and operation, the implementation of best practices, project planning, and networks & communications maintenance and support.

Your key responsibilities

Lead and provide technical expertise in the data, voice and video communications infrastructure services of the University, including assistance with the development of system designs from requirements specifications that follow industry best practice methods and ITIL procedures

Develop, support, document, monitor and maintain the data, voice and video communications infrastructure services of the University, including the development of system designs from requirements specifications that follow industry best practice methods and ITIL procedures

Work with the team and other University stakeholders to provide assistance to users of the University's network and telecommunications services, resolve incidents, requests and problems, action change requests and ensure delivery of high-quality service to the University

Deliver project-based work, including design, documentation and implementation, leading to the development and deployment of new network and telecommunications services

Collaborate with the Network Engineering Team to ensure an optimal network design topologies and configurations

Identify and deliver on opportunities to improve operational efficiency and quality for network infrastructure through automation techniques, documentation and operational processes

Embed a culture of service excellence, innovation and continuous improvement founded on cohesiveness, teamwork and flexibility

Ensure compliance with security related policy/procedure and maintain an operational security awareness at all times

Lead by example within a team of professionals

Other duties as directed

Your specific work capabilities (selection criteria)

Relevant tertiary qualification or equivalent competency

ITIL Certification or demonstrated experience in ITIL processes is required

Substantial relevant computing experience in standards, documentation, operations and technical management of network and telecommunications infrastructure and services including high availability configurations and performance analysis

Highly-developed written and verbal communication skills

Highly developed organisational skills and demonstrated ability to set and manage competing priorities and to meet deadlines

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email

Sound analytical and problem-solving skills, and the ability to interpret needs and recommend appropriate solutions within a changing environment

Demonstrated ability to work effectively in a team environment

Ability to establish positive stakeholder relationships whilst always remaining fully customer focused

Working knowledge of the Higher Education sector is highly desirable

Special requirements (selection criteria)

Some after hours work may be required

Travel outside the Perth metro area as required

Compliance

Workplace Health & Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements. Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

Inclusion & Diversity

All staff members are required to comply with the University's Code of Ethics, Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at



Position Description

Position Title:	Senior Network Administrator
Position Classification:	Level 8 (multi classified)
Position Number:	318057, 318060, 318064, 318066, 318072, 318074, 318077, 318080, 318082
Faculty/Office:	University IT
School/Division:	Infrastructure & Platforms
Centre/Section:	
Supervisor Title:	Manager (Network Administration)
Supervisor Position Number:	318054

Your work area

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The redesign of the Infrastructure and Platform Services unit aims to deliver design and operational services through a portfolio comprised of a Network and Platform section and an End User Compute section.

Reporting structure

Reports to: Manager (Network Administration)

Your role

As the appointee you will operate independently and provide support to the Manager, Network Administration in network and communications services development and operation, the implementation of best practices, project planning, and networks & communications maintenance and support.

Your key responsibilities

Manage and provide technical expertise in the data, voice and video communications infrastructure services of the University, including assistance with the development of system designs from requirements specifications that follow industry best practice methods and ITIL procedures

Develop, support, document, monitor and maintain the data, voice and video communications infrastructure services of the University, including the development of system designs from requirements specifications that follow industry best practice methods and ITIL procedures

Work with the team and other University stakeholders to provide assistance to users of the University's network and telecommunications services, resolve incidents, requests and problems, action change requests and ensure delivery of high-quality service to the University

Manage the delivery of project-based work, including design, documentation and implementation, leading to the development and deployment of new network and telecommunications services

Collaborate with the Network Engineering Team to ensure an optimal network design topologies and configurations

Identify, analyse and deliver on opportunities to improve operational efficiency and quality for network infrastructure through automation techniques, documentation and operational processes

Embed a culture of service excellence, innovation and continuous improvement founded on cohesiveness, teamwork and flexibility

Ensure compliance with security related policy/procedure and maintain an operational security awareness at all times

Lead by example and provide mentorship to other team members

Other duties as directed

Your specific work capabilities (selection criteria)

Relevant tertiary qualification or equivalent competency

ITIL Certification or demonstrated experience in ITIL processes is essential

Substantial relevant computing experience in standards, documentation, operations and technical management of network and telecommunications infrastructure and services including high availability configurations and performance analysis

Excellent written and verbal communication skills and ability to influence

Excellent organisational skills and demonstrated ability to set and negotiate competing priorities and to meet deadlines

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email

Highly developed analytical and problem-solving skills, and the ability to interpret needs and recommend appropriate solutions within a changing environment

Demonstrated ability to work effectively in a team environment and act as an example to others

Ability to build stakeholder engagement whilst always remaining fully customer focused

Working knowledge of the Higher Education sector is essential

Special requirements (selection criteria)

Some after hours work may be required

Travel outside the Perth metro area as required

Compliance

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