



# Help us to achieve our digital ambitions

We are looking for clever and creative, passionate and energetic people with different skills, backgrounds, and experiences.

We want to hear from you if you:

- > are ready for a **new challenge** that brings growth and opportunity;
- > want to really make a difference to the national mission of our world-leading University, its students and staff;
- > embrace **collaboration** and understand the importance of **fostering a positive and inclusive team culture**;
- > appreciate working in an environment **embracing contemporary ways of working**;
- > are hands on and **adaptive to working across various initiatives**, understanding there are times you will need to work outside of your immediate scope to get things done for the benefit of the team;
- > feel comfortable working in situations that can sometimes bring a level of ambiguity and uncertainty.

## Our plan for a better digital future

Our [Digital Master Plan](#) will see the University embark on the biggest digital transformation in our history.

It will be a transformation that matches our mission to be among the great universities of the world and driven by a culture of excellence in everything we do. Our digital future will transform the experience of ANU for our students, researchers, academics, professional staff and the wider community.

We are seeking great people to work in Information Technology Services and be part of our Value Streams or groups and support:

- **Research** – Improving our digital landscape to enable world-leading research through technology, continuous improvement and strong partnerships.
- **Learning & Teaching** – Enabling a world-class and well-supported learning and teaching experience with integrated digital and campus environments.
- **Student Experience** – Delivering a better student experience through simple, personalised processes and digital tools that make it easy to navigate courses, find help and feel connected to our community.
- **University Services** – Improving staff-facing services, corporate systems and collaboration tools – for a thriving, connected and productive workforce at ANU.
- **Digital Enablement & Core Infrastructure** – Renewing and stabilising the University's digital technology foundations to deliver connected, secure and reliable IT infrastructure.
- **Transforming Data** – Creating a culture of data-driven insights and decision-making that is embedded into our processes by treating data as a strategic asset and managing it effectively across the data lifecycle.
- **Infrastructure** – Providing reliable, robust and secure Information and Communications Technology infrastructure services.
- **Service Delivery** – Building strong relationships and understanding to deliver delightful services and support to the ANU community.

Our three phased implementation approach allows us to **stabilise** our digital foundation as an essential step in our transformation, **transform** the digital core, connecting fragmented services and **accelerate** to evolve our services at pace, driven by our people. Our principles are:

1. The business must own and lead the change.
2. We must act on a whole-of-University view. We are stronger together.
3. Data must be treated as a strategic asset.
4. People will be at the centre of all we do.
5. Connectedness of our people, process, technology and data will be critical to our success.
6. We will adopt new ways of working to deliver value faster.

# Working at the Australian National University

The ANU is home to some of the most remarkable people from across the world: visionaries, influential leaders, researchers and advocates creating impact and change nationally, regionally and globally.

ANU is Australia's leading university and consistently recognised as one of the great universities of the world.

Located in the nation's capital city, our founding mission in 1946 was to be a national resource – a trusted intellectual powerhouse of research and education that would advance Australia's capability and position on a global scale.

Today, ANU is Australia's most research-intensive university with 95 per cent of our research rated above the world standard. Our international academics are global leaders in their fields. Our alumni include Australian prime ministers, UN representatives, foreign diplomats, chief executive officers, scientists, musicians and artists.

Working at ANU, our staff enjoy some amazing employee benefits including:

- **Experience of Work** – ITS values work-life balance and provide highly flexible working arrangements and locations, generous leave entitlements and agile ways of working
- **Reward & Benefits** – competitive salary and 17 % superannuation, salary sacrificing, vehicle servicing, clothing discounts and access to ANU Sport.
- **Growth and Development** – excellent support for skills development and discounted study (75% off ANU course, 25% off for spouse and children)
- **Values, Culture & Purpose** – supportive, nurturing, challenging and motivating culture that is exemplary in its encouragement of excellence, equity, diversity and inclusion
- **Wellbeing** – employee assistance program for counselling and advisory services, gyms, childcare, restaurants on site, flu vaccinations and staff health insurance plan

This is an exciting time at the ANU, and a great time to join us!



## ABOUT ANU



### Our University

#4 university in Australia<sup>1</sup>

#34 university in the world<sup>1</sup>

1<sup>st</sup> Australian University to achieve global top 30 ranking

95 per cent of our research rated above the world standard

Australia's only university in the prestigious International Alliance of Research Universities (IARU)



### Our Students & Staff

#1 in Australia for Graduate Employability<sup>5</sup>

#1 lowest Student-to-Staff ratio in Australia<sup>2</sup>

#1 Staff qualifications in Australia<sup>2</sup>

2<sup>nd</sup> highest percentage of International Students in Australia<sup>1</sup>

13,300 undergraduates<sup>4</sup>

8,300 postgraduates<sup>4</sup>

4,940 staff<sup>3</sup>



### Nobel Prize Winners

Six Nobel laureates among our staff and alumni, more than any other Australian university.

1. The World University Rankings 2024

2. Good Universities Guide 2023

3. Data as at 31 March 2023

4. Data as at 2022

5. The Global University Employability Rankings 2023- 2024



## Position Description

College/Division:	Information Technology Services
Department/Unit:	Infrastructure Services
Position Title:	Linux Systems Administrator
Classification:	ANU Officer Grade 7 (Information Technology)
Position No:	41368, 41369
Responsible to:	Unix Systems Manager
Number of positions that report to this role:	Nil
Delegation(s) Assigned:	Nil

### PURPOSE STATEMENT:

Information Technology Services (ITS) delivers digital solutions that enable the Australian National University to achieve its strategic goals: a student experience equal to the world's best, and research that transforms society and creates national capability.

ITS has responsibility for the University's digital ecosystem and is leading the delivery of the Digital Master Plan, a 10-year strategic roadmap for the transformation of the University's digital capability. ITS works in partnership with Colleges and Service Divisions to provide an engaging, seamless, and safe digital experience that enables our students and staff to excel.

The ITS Division works collaboratively with stakeholders across the University in the delivery of strategically aligned change for business processes and digital solutions. We do this with guidance from our target cultural objectives of: take an outside-in view; think team; own it; make it simple; act with empathy.

The Australian National University's information technology infrastructure plays a critical role in enabling and supporting teaching, learning, research, and administration. ITS provides unified management and coordination support for a wide range of academic and corporate information services and more generally manages development of the University's information infrastructure. Major areas include networks, communications, computing platforms, data stores, desk-top and mobile access, high-performance computing, online publishing, enterprise systems, student learning environments, and IT security. The work of ITS is coordinated with services provided within, and by Academic Colleges and Service Divisions to form a cohesive, university-wide information technology infrastructure.

The Linux Systems Administrator will be responsible for administering Linux servers (principally Red Hat Linux) and services in support of University wide computing environments in both a physical, virtualised, and cloud environment.

The Linux Systems Administrators will oversee life-cycle management for all Red Hat Enterprise Linux servers at the University. They will also maintain and update various applications on Red Hat Linux servers, including Gitlab, Puppet, Red Hat Satellite, mailman, squid proxy, and more. Additionally, the Systems Administrators will assess the security status of the environment, align security controls with ISM controls/ CIS Benchmarks, and implement any other security directives from the security team. Additionally, these roles will involve participating in Business-As-Usual (BAU) activities as a secondary focus.

### KEY ACCOUNTABILITY AREAS:

#### Position Dimension & Relationships:

The Linux Systems Administrator will be required to manage and maintain a suite of operational computer systems and services hosted on Linux platforms to provide optimal availability of services, hardware, and software to the University community. The role will require liaison with developers, system administrators, infrastructure specialists, business areas, and end users from within ITS, and across the University. Liaison with external vendors and their support areas will also be required.

**Role Statement:**

Under the broad direction of the Unix Systems Manager, the Linux Systems Administrator will:

- Participate and assist in the design, development, installation, and configuration of predominantly RedHat Enterprise Linux based systems, software, and infrastructure.
- Monitor and maintain the IT infrastructure and operations supported by the Linux Team, including hardware, software, and associated services.
- Plan and deploy operating system and application upgrades and patches; and undertake other Linux system administration tasks.
- Communicate with other ITS teams, Local IT Support Staff (LITSS) and the wider IT support community to plan and deploy changes to services delivered by the Unix Team.
- Provide guidance and assistance to other team members engaged in the diagnosis and resolution of hardware, software, network, and helpdesk related issues, and provide second and third level support where required.
- Investigate new technologies and applications as appropriate, identify opportunities to provide new or enhanced services to the University community.
- Participate in meetings, training, professional development activities and planning.
- Provide On-Call support for out of hours maintenance for the computing environments supported by the Unix Team where required.
- Comply with all ANU policies and procedures, particularly those relating to work health and safety and equal opportunity.
- Perform other duties as requested, consistent with the classification of the position and in line with the principle of multi-skilling and professional development.

See the [classification descriptors for professional staff](#)

**SELECTION CRITERIA:**

1. Degree plus relevant experience providing IT service delivery within a University, Research or large Enterprise environment, or equivalent combination of relevant experience and education/training.
2. Proven experience in systems administration, management, and monitoring in a Red Hat Enterprise Linux environment along with Red Hat Satellite, Puppet, GitLab, and LAMP stack.
3. Demonstrated experience in lifecycle management of: Red Hat Satellite 6, Puppet, Gitlab, mailman, Squid proxy, Shibboleth, Wordpress, Drupal, Oracle IDAM technologies, and multi-user web platforms technologies and processes.
4. Basic understanding of Orchestration, DevSecOps, Containerisation solutions, CI/ CD and associated security principles.
5. High level of written and verbal communication skills, including the ability to work collaboratively with a variety of technical and business experts and experience in writing and maintaining technical operational documentation within an IT service delivery environment.
6. Demonstrated ability to work independently with minimal supervision and collaboratively in a team environment with proven capability to work effectively with technical and non-technical experts across a broad client base.
7. A demonstrated understanding of equal opportunity principles and polices and a commitment to their application in a university context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the [Background Checking Procedure](#) which sets out the types of checks required by each type of position.

<b>Supervisor/Delegate Signature:</b>		<b>Date:</b>	
Printed Name:		<b>Uni ID:</b>	

**References:**

[Professional Staff Classification Descriptors](#)

[Academic Minimum Standards](#)



# Pre-Employment Work Environment Report

## Position Details

<b>College/Div/Centre</b>	Information Technology Services	<b>Dept/School/Section</b>	Infrastructure Services
<b>Position Title</b>	Linux Systems Administrator	<b>Classification</b>	ANU Officer Grade 7 (IT)
<b>Position No.</b>	41368, 41369	<b>Reference No.</b>	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at [http://info.anu.edu.au/Policies/\\_DHR/Procedures/Employment\\_Medical\\_Procedures.asp](http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp)

## Potential Hazards

<ul style="list-style-type: none"> <li>• Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a <b>regular</b> or <b>occasional</b> part of the duties.</li> </ul>			
<b>TASK</b>	<b>regular</b>	<b>occasional</b>	
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	
Organizing events	<input type="checkbox"/>	<input type="checkbox"/>	
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>	
<b>NON-IONIZING RADIATION</b>			
solar	<input type="checkbox"/>	<input type="checkbox"/>	
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	
infra red	<input type="checkbox"/>	<input type="checkbox"/>	
laser	<input type="checkbox"/>	<input type="checkbox"/>	
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>	
<b>CHEMICALS</b>			
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	
allergens	<input type="checkbox"/>	<input type="checkbox"/>	
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	
<b>TASK</b>	<b>regular</b>	<b>occasional</b>	
laboratory work	<input type="checkbox"/>	<input type="checkbox"/>	
work at heights	<input type="checkbox"/>	<input type="checkbox"/>	
work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	
noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>	
electricity	<input type="checkbox"/>	<input type="checkbox"/>	
<b>IONIZING RADIATION</b>			
gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>	
beta particles	<input type="checkbox"/>	<input type="checkbox"/>	
nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>	
<b>BIOLOGICAL MATERIALS</b>			
microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>	
potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>	
laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>	
clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>	
genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>	
immunisations	<input type="checkbox"/>	<input type="checkbox"/>	
<b>OTHER POTENTIAL HAZARDS (please specify):</b>			
<b>Supervisor/Delegate Name:</b>		<b>Date:</b>	