Position Description

College/Division:	Information Technology Services (ITS)
Faculty/School/Centre:	
Department/Unit:	Infrastructure as a Service (IaaS)
Position Title:	Unix System Administrator
Classification:	ANU Officer Grade 7 (IT)
Position No:	953
Responsible to:	Unix Team Leader
Number of positions that report to this role:	0
Delegation(s) Assigned:	TBA

PURPOSE STATEMENT:

The Australian National University's information technology infrastructure plays a critical role in enabling and supporting teaching, learning, research and administration. The Information Technology Services (ITS) Division 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 Unix Systems Administrator will be responsible for administering and integrating Unix servers (principally Red Hat Linux) and services in support of University wide computing environments in both a physical and a virtualised environment.

KEY ACCOUNTABILITY AREAS:
Position Dimension & Relationships:

Under the broad direction of the Unix Team Leader, the Unix System Administrator will be required to manage and maintain the suite of operational computer systems and services, hosted on the Unix (Solaris and Linux) platform. Providing optimal availability of services, hardware and software maintenance 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 Team Leader, the Unix System Administrator will:

1. Participate and assist in the design, development, installation, and configuration of predominantly Unix based systems, software and infrastructure.
2. Monitor and maintain the IT infrastructure and operations supported by the Unix Team, including hardware, software and associated services.
3. Plan and deploy operating system and application upgrades and patches; and undertake other Unix system administration tasks.
4. 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.
5. Investigate new technologies and applications as appropriate, identity opportunities to provide new or enhanced services to the University community.
6. Participate in meetings, training, professional development activities and planning.
7. Provide On-Call support for out of hour's maintenance for the computing environments supported by the Unix Team where required.
8. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
9. Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.

For assistance please contact HR Division Ph. 6125 3346

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 Unix/Linux environment, preferably Red Hat/Solaris.
3. Familiarity with application development and deployment using a range of technologies including Java, Perl, MySQL, PHP, Apache would be highly desirable.
4. Demonstrated knowledge or understanding of current technologies for the delivery of Identity and Access Management services (eg LDAP, shibboleth, Oracle Identity Manager); Email services; distributed files systems (including NFS, Samba); Web application hosting and development; would be highly desirable.
5. Experience with configuration management tools, preferably Puppet, would be highly regarded.
6. Experience implementing and managing systems to provide resilience and disaster recovery, and maintaining systems in a service environment.
7. Excellent communications skills, proven ability to convey technical ideas to users, and demonstrated ability to produce accurate written documentation.
8. *A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.*

Supervisor/Delegate Signature:		**Date:**	
Printed Name:		**Uni ID:**	

References:

General Staff Classification Descriptors
Academic Minimum Standards

Pre-Employment Work Environment Report

Australian National University

Position Details

College/Div/Centre	Information Technology Services (ITS)	Dept/School/Section	Infrastructure as a Service (IaaS)
Position Title	Unix System Administrator	**Classification**	ANU Officer Grade 7 (IT)
Position No.	TBA	**Reference No.**	

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.

- This form is used to advise potential applicants of work environment issues prior to application.

- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see . http://info.anu.edu.au/hr/OHS/__Health_Surveillance_Program/index.asp Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp

- '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

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	☒	☐	laboratory work	☐	☐
lifting, manual handling	☐	☐	work at heights	☐	☐
repetitive manual tasks	☐	☐	work in confined spaces	☐	☐
catering / food preparation	☐	☐	noise / vibration	☐	☐
fieldwork & travel	☐	☐	electricity	☐	☐
driving a vehicle	☐	☐			
NON-IONIZING RADIATION			**IONIZING RADIATION**		
solar	☐	☐	gamma, x-rays	☐	☐
ultraviolet	☐	☐	beta particles	☐	☐
infra red	☐	☐	nuclear particles	☐	☐
laser	☐	☐			
radio frequency	☐	☐			
CHEMICALS			**BIOLOGICAL MATERIALS**		
hazardous substances	☐	☐	microbiological materials	☐	☐
allergens	☐	☐	potential biological allergens	☐	☐
cytotoxics	☐	☐	laboratory animals or insects	☐	☐
mutagens/teratogens/ carcinogens	☐	☐	clinical specimens, including blood	☐	☐
pesticides / herbicides	☐	☐	genetically-manipulated specimens	☐	☐
			immunisations	☐	☐

OTHER POTENTIAL HAZARDS (please specify):

Supervisor's Signature:		Print Name:		Date:	