

JOB DESCRIPTION

POST TITLE	Assistant Systems Administrator		
DIVISION/DEPARTMENT	Technical		
REPORTS TO	Senior Systems Administrator	GRADE	6

AIM

To assist in the installation, commissioning and support of computer systems required for the operation of Diamond Light Source beamlines.

ACCOUNTABILITIES

- Assisting in the support of the operational of scientific computer systems.
- Manage queries raised through the Diamond IT issue tracking system.
- Installation of new computer systems, including racking, cabling, software installation and configuration.
- Assisting in Computer systems administration tasks associated with the scientific computing systems.
- Assisting in the development and deployment of software tools to support system administration.
- Liaise with suppliers on the provision of services and, the coordination and supervision of installation by external companies.
- Maintenance and regular update of documentation.
- Assist with the preparation of Health & Safety risk assessments

Because of the changing nature of our business your job description will inevitably change. You will, from time to time, be required to undertake other activities of a similar nature that fall within your capabilities as directed by management.