

POSITION DESCRIPTION

POSITION TITLE:	Systems Administrator
CLASSIFICATION:	AO5
DEPARTMENT:	Information Technology Services
LOCATION:	Herston

POSITION OBJECTIVES

This position will ensure the optimum operation of the network infrastructure, servers and storage systems of the Institute.

ORGANISATION CONTEXT

QIMR Berghofer is a statutory body under the *Queensland Institute of Medical Research Act (1945)*. QIMR Berghofer Medical Research Institute proudly serves the people of Queensland with better health and wellbeing through impactful medical research. Our collaborative research programs address the foremost health challenges of our time. Our research responds to health challenges arising from social and environmental factors and aims to advance Aboriginal and Torres Strait Islander health equity.

QIMR Berghofer has a vision to lead the way to significant innovation in health outcomes, nationally and globally. We are committed to supporting ground-breaking research discoveries, achieving sustainability and conducting impactful research.

The Institute focuses its research within four key Programs:

- Cancer Research
- Infection & Inflammation
- Brain and Mental Health
- Population Health

Our Professional Services are organised into departments that provide specialist support for the conduct of internationally competitive research programs and projects. These include People and Culture; Business Development; Finance & Administration; Information & Facilities; Corporate Affairs and Fundraising; Scientific Services; Legal; Research Governance and Funding; Corporate Risk, Governance and Compliance; Growth and Partnerships; and Strategic Planning.

The Information Technology Services forms part of Operations Support and Governance. Information Technology Services provides infrastructure, systems, communication services, software development services, information analytics, project management, and records management services.

QIMR Berghofer promotes a *Working Better Together* operating model, recognising that whilst the purpose of the Institute is medical research, and the contribution of researchers is key, it cannot be done without the work of our highly-skilled professional staff. It recognises that we are all here to facilitate the same mission – *Better health through impactful medical research*. *Working Better Together* is underpinned by the shared understanding and application of our values:

- Excellence
- Integrity

- Respect
 - Collaboration
 - Accountability
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REPORTING STRUCTURE

This position reports to the Chief Technology Officer.

PRIMARY RESPONSIBILITIES

- Administer the Windows/Linux servers, server virtualization environment and related storage systems.
 - Assist with the system backup and recovery activities, and assist with maintaining the network infrastructure.
 - Participate in the implementation and testing of business continuity and disaster recovery procedures, and participate in disaster recovery simulations.
 - Ensure continuous improvement practices are developed, implemented, and documented to assist in the continued provision of timely and high-quality network services.
 - Analyse and apply updates related to operating systems, security patches and firmware on network, servers and related infrastructure.
 - Develop and maintain documentation of systems and procedures.
 - Liaise and communicate with staff to promote and develop ITS.
 - Ensure work practices comply with the requirements of the Workplace Health and Safety Act, related legislative requirements and the Institute's OH&S policies and procedures.
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KEY SELECTION CRITERIA (Qualifications, Experience, Skills and Abilities)

Essential

- Experience in administering server infrastructure including virtualisation (Hyper-V) technologies.
- Strong knowledge of Microsoft services such as Exchange, DNS, DHCP, File and Print, and failover clustering.
- Strong knowledge of Linux system administration including web services, scripting and integration with Active Directory.
- Demonstrated ability to implement IT systems to meet business objectives in a multi-platform environment.
- Practical experience in the provision of a broad range of IT services in a complex organisation.
- Strong time management, task prioritisation and problem-solving skills.
- Excellent written and verbal communication skills, with the ability to explain technical information to a non-technical audience.
- Ability to work autonomously and/or in a team environment as situations require in order to deliver projects within policies and corporate strategic frameworks.

Desirable

- IT Degree from a recognised tertiary institution or at least 5 years relevant experience.
 - Relevant industry accredited certifications.
 - Experience in configuring and administering Microsoft 365, Azure, AWS.
 - Experience database administration including PostgreSQL, MariaDB.
 - Post graduate qualifications in Information Technology.
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