

CANDIDATE SPECIFICATION



JOB TITLE	IT Network Administrator
REPORTING TO	IT Manager
DEPARTMENT/SUB DEPARTMENT	IT
LOCATION	Ipeco Southend
OVERALL PURPOSE	
Responsibility for managing and maintaining the Ipeco Group IT Network, whilst ensuring we maintain a high level of security and compliance with various IT standards.	
PRINCIPLE ACCOUNTABILITIES	
<ul style="list-style-type: none"> • Be an active member of the IT Team and assist in the continual improvement of the IT Department, • Assist with the support and maintenance of the physical network and communications infrastructure, • Should be available (via company mobile phone) where reasonably possible for escalation of out of hours issues and responding to any ‘system down’ incidents in conjunction with the IT Manager, • Propose and implement ways of making better use of existing technology within the business to better meet business requirements and improve the efficiency of the associated processes, • To implement processes and technology that will improve the efficiency and effectiveness of the IT Support Team, • Assist in the research of new technologies and/or products and investigate the suitability for use within the business, • To assist in the maintenance of the security of the network and dealing with any security issues that arise, • Responsible for adhering to the backup procedure and ensuring that any backup issues are reported, • Liaise with IT Manager to identify training and development needs, • Learn other roles within the IT Department and carry out other tasks necessary to provide cover and support to other team members when necessary (such as PC builds, office moves, general helpdesk support), • To help create and maintain a safe working environment and observe the published Health and Safety procedures, • To travel to such places (both in and outside the UK) and in such manner as may be reasonably required, • Be available for work outside of contracted hours, when tasks require it or to deal with major incidents, • To carry out any other tasks where reasonable and relevant, when required. 	

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QUALIFICATIONS	ESSENTIAL	DESIRABLE
CCNA or similar		✓
Degree in Computing or similar		✓
CompTIA Network + or similar		✓
CompTIA A+ or similar		✓
CompTIA Security + or similar		✓
EXPERIENCE/ SKILLS	ESSENTIAL	DESIRABLE
Networking, Switches, VLANs	✓	
Cisco Meraki		✓
Access Points and Wireless Technologies	✓	
Firewalls	✓	
Monitoring Software's		✓
Ability to work independently while collaborating in a team environment	✓	
Ability to work under pressure and to deadlines	✓	
PERSONAL SKILLS	ESSENTIAL	DESIRABLE
Team Player	✓	
Strong Work 'Can-do Ethic'	✓	
Exceptional at building relationships	✓	
Excellent Customer Service skills	✓	
Strong attention to detail and time management	✓	
Exceptional Planning and Organisation skills	✓	
High awareness of Productivity and Quality	✓	
Excellent Communication skills	✓	
Flexibility	✓	
Takes Responsibility for actions	✓	
Learn, Apply and Improve	✓	