

POSITION DESCRIPTION:

SECTION A: Position Context

Position Title	Systems & Network Administrator (6 month contract)
Position Number	
Classification	
Location	85 Commercial Road Melbourne
Effective Date	February 2017

Burnet Overview

Burnet Institute is a leading Australian medical research and public health organisation focused on achieving better health for vulnerable communities in Australia and internationally by accelerating the translation of research, discovery and evidence into sustainable health solutions. The Institute is headquartered in Melbourne with programs that operate across Asia, the Pacific and in Africa.

Burnet's culture links innovative discovery-oriented research and implementation research with development and humanitarian action. World-class laboratory and field-based research is integrated into multidisciplinary programs aimed at the prevention, detection and treatment of diseases of global significance. This unique approach allows the Institute to make a tangible and sustainable impact on health in both developed and developing countries.

The Institute has three major thematic programs – Disease Elimination, Behaviours and Health Risk, and Maternal and Child Health, and two expansion programs – Healthy Ageing and Health Security. Staff within these Programs are supported by cross-cutting communities of practice; the disciplines of Life Sciences, Public Health and International Development.

Position Purpose:

Working within Burnet's Internal IT team the System & Network Administrator is responsible for effective provisioning, installation/configuration, operation, and maintenance of new and existing services, systems and related infrastructure. This role also participates in the wider collaborative IT team structure between Burnet Institute, Baker Institute and the Centre for Eye Research Australia to provide joint network and storage solutions. The role ensures that system hardware, operating systems, software systems, and related services are available, secure and meet the Institute and its user's current and future needs.

Supervision Reporting Relationships:

This positions' supervisor/manager	Chief Technology Officer
Other positions reporting to <u>this</u> position	N/A

SECTION B: Key Responsibility Areas

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

Key Responsibility Areas	
1.	Continually evaluate and refine services, systems and network architecture to meet current and future organisational goals
2.	Work with collaborative IT team, end users and vendors to specify service, system and network requirements, design solutions and plan/coordinate implementation
3.	Install and configure new physical and virtual services as well as maintain, upgrade and patch existing infrastructure on a daily basis
4.	Continuously monitor and test services, systems and network for availability, reliability, utilisation, security, performance and capacity
5.	Implement and test backup, business continuity and disaster recovery procedures and plans
6.	Integrate services and systems, implement best practice and automate where appropriate
7.	Define service, system and network policies and documentation and ensure adherence in particular around legal and ethical requirements of data management
8.	Train and educate team members and end users as well as provide support

Occupational Health and Safety

The Burnet has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk.

SECTION C: Key Selection Criteria

Qualifications		Essential/ Preferable
	Computer Science or Engineering degree (or similar with a technical major) or significant experience in a similar role	Essential
	Additional Industry recognised qualifications (MSCA/MSCE/CCNA/CCNP...)	Preferable

Experience / Knowledge / Attributes		Essential/ Preferable
1.	Linux administration experience (Debian based distributions desirable)	Essential
2.	Windows administration experience (AD, IIS, ldap, Kerberos, Radius)	Essential
3.	Physical and virtual networking experience around routing, switching, vlans, voice vlans, spanning tree, wireless, subnets, etc (Cisco IOS, Dell DNOS)	Essential
4.	Firewall administration experience (ipf, iptables, ufw, pfSense, Watchguard, state vs stateless, etc desirable)	Essential
5.	Experience with NAS and SAN solutions (iSCSI, NFS, FC Networking)	Essential
6.	Knowledge of best practices around implementing, managing, controlling, and monitoring of services and server/network infrastructure	Essential
7.	General administration experience using DNS, DHCP, NTP, SNMP, SMTP, DKIM, SPF, NAT, SSL	Preferable
8.	Experience implementing load balancing, active/passive standby, fail over, redundancy, business continuity and disaster recovery	Preferable
9.	Data stores administration experience (MSSQL, MySQL, PostgreSQL desirable)	Preferable
10.	Hypervisors administration experience (VMWare, VCentre desirable)	Preferable
11.	Web application hosting experience across a number of languages (PHP, Ruby, Python, Java, Apache, nginx, etc desirable)	Preferable

12.	Experience with backup and recovery software and methodologies (EMC Networker desirable)	Preferable
13	Understanding of containers and mirco servers	Preferable
14	Experience using cloud and PaaS provider	Preferable
15	Experience with Version Control	Preferable
16	Experience with Unified Communications (Cisco VoIP desirable)	Preferable

Other Requirements

The Burnet Institute is a child safe organisation. The incumbent of this position may be required to undergo a Police Check or Working with Children Check as a condition of their employment.

Further Information:

For further information, please contact Ian Briggs.
