

Job Details

Reference: 10749

Position Title: ICT Systems Administrator

Classification: APS LEVEL 6 (ITO2)

Salary range: \$64,411-\$72,196, plus 15.4% superannuation

Location: 5 Farrell Place, Canberra ACT

Division: Water Division

Branch: Communications and Computing Systems Branch

Unit: Research and Systems

Status: Ongoing

Commencement: Position due to commence April 2009

Applicants: Australian citizenship – see [Essential Applicant Information](#)

Applications close: Thursday 5 March 2009

Advertisement

Under direction of the Water Division Computing Manager for ACT, this role contributes to supporting the day to day activities required for operational support and security, integration, and operation of computing equipment serving the Water Division in the ACT office.

Duty Statement

Under broad policy control and direction and in collaboration with Head Office Communications and Computing Branch,

1. Provide technical support for, and administration of the communications and computing infrastructure in the Water Division office in the ACT, and the Bureau's Canberra Data Centre, including management of ICT facilities.
2. Perform systems administration for office and scientific computing and communications systems, potentially including mission critical and disaster recovery back-up systems.
3. Contribute to the coordination and implementation of all new communications and computing systems including appropriate security, user and systems testing, documentation, backup and operational procedures.
4. Provide technical support to the Canberra Meteorological Office and Observing Office, as requested by the Computing Manager as from time to time may be necessary.
5. Be aware of, and apply as necessary, the principles and practices of the various elements of the Bureau's Social Justice Strategy.

Duties representing highest function: 1, 2 and 3

Reports to: Water Division Computing Manager for ACT (ref PN 10552)

Job Profile

The Water Division ACT Assistant Computing Manager, under day to day direction from the Computing Manager, contributes to managing the communications and computing infrastructure of the Water Division ACT Office, including voice and data communications, hardware/software acquisition and implementation, information technology training, PC administration, and management of ICT infrastructure.

The occupant will be responsible for a wide range of duties encompassing ICT equipment, infrastructure, and security. The occupant will work closely with the Communications and Computing Branch to ensure standards are followed and systems are integrated with the remainder of the Bureau of Meteorology. Liaison with staff in the Water Division and Head Office is required both for coordination of systems within the office and systems located in the Bureau of Meteorology Disaster Recovery Site, co-located at the Data Centre.

As Water Division ACT Assistant Computing Manager, the occupant will provide advice to the Water Division ACT Computing Manager on software and equipment as they affect the requirements of the Office.

Selection Criteria

Selection will be made on the basis of assessment against specified selection criteria. It is in the interests of applicants to note the selection criteria and frame their applications accordingly.

To assist you prepare your application, please read the information at [General Information for Applicants](#) and complete the [Bureau of Meteorology Application Cover Form](#).

1. Systems administration skills in Microsoft, Linux, and Apple operating systems, sufficient to ensure the smooth operation of office and email systems, network devices such as printers, and peripheral devices, etc. At least three years experience as a systems administrator in a Unix and Windows environment would be an advantage.
2. Skills with high availability systems, scientific servers, security arrangements, communications and networks, and monitoring and interpreting logs to implement systems, monitor security, and resolve problems.
3. Familiarity with, and ability to coordinate and manage ICT infrastructure items such as UPS and related power, cooling systems, rack, and cabling management systems.
4. Demonstrated experience in providing help desk support to users of varying skill levels and experience. This includes support of the operating system, standard applications and hardware, including desktops, laptops and printers.
5. Written and oral communications skills of a high order including good listening skills, sufficient to liaise with Bureau staff, management and external organisations.
6. Demonstrated commitment to ongoing skills development.
7. Knowledge and understanding of the principles of the Bureau's Social Justice Strategy and a commitment to apply them in practice.

Contact

If you would like to know more about the Bureau of Meteorology visit <http://www.bom.gov.au/>
Please read the selection documentation and if you have any queries specific to this position please contact Ms. Fiona Prentis on (02) 6232 3514.

Applications

All applicants are advised to read the [General Information for Applicants](#) available on this website before submitting their application.

Applications should include a completed Bureau of Meteorology Application Cover Form, Résumé or CV, full details of qualification and experience, and a Statement addressing the Selection Criteria.

Applications, which will be treated in confidence, should be forwarded to the Recruitment Manager-Water Division, no later than COB Thursday 5 March 2009.

Applications can be lodged online at <http://www.bom.gov.au/waterjobs>

By e-mail to: waterjobs@bom.gov.au

Should you experience any difficulties with accessing the position information or have any questions relating to the application process, please contact the Recruitment Unit, by emailing waterjobs@bom.gov.au or Telephone (03) 9669 4583.