# Oxford University Computing Laboratory

## Unix Computing Support Officer

# Further Details and Selection Criteria

The Computing Laboratory is the University's Computer Science department and it has an extensive network of computers under its control including approximately fifty servers (mostly Solaris and Linux), more than three hundred workstations (mostly dual boot Windows/Linux), and a network infrastructure with nearly fifty managed devices.

The computing support team currently consists of a Computer Manager, Computer Operations Manager, and six Computing Officer posts, one of which specialises in the network and projects, one in web-site development, two in Windows, and the other two in Unix of which one post is now vacant.

The Computing Laboratory has expanded by nearly a third over the last twelve months and is scheduled to continue this growth. This is the second Unix specialist post in the team.

### *Line Management*

This post reports to the Computer Operations Manager.

### *Duties and Responsibilities*

The main duties of this post are to:

- Provide day to day management of the Unix servers

- Install and configure Unix servers for new services and technical developments

- Install and maintain Unix workstations

- Provide technical support for Unix problems within the terms of the service level descriptions.

Shared duties within the team are to:

- Share responsibility for systems administration across a mixed environment within a multi-location network

- Perform general system operational tasks

- Help develop and document the services and facilities provided to users

- Provide advice and support to users

- Propose developments to the collective systems in collaboration with the Computer Manager.

- Assist in developing appropriate security policies for physical and network access to equipment.

### *Selection Criteria*

The post-holder will be expected to have:

- a first degree (preferably in computing science)

- at least two years' employment in Unix computer systems administration

- expertise in system administration of Unix servers and workstations, including provisioning, installation and configuration.

- good written and spoken English communication skills

It will also be advantageous for the candidate to have:

- expertise in large scale systems administration of servers and workstations, particularly in an academic environment

- expertise in Solaris, particularly clustering

- expertise in Linux, particularly Fedora

- expertise in MacOs servers

*Salary and Benefits*

The post is available immediately with a salary on the University Grade 07S scale (currently £28,839 – £35,469 p.a.), includes membership of USS and has an annual leave entitlement of 38 days per year (inclusive of all public holidays and university closed periods).

*Application Procedure*

Applications should be in the form of a letter of application (clearly stating the post title) setting out how the candidate meets the selection criteria, and supported by a full curriculum vitae, together with the names and addresses of two referees. These should be emailed (most formats accepted) to job20@comlab.ox.ac.uk or alternatively, posted to:

> The Administrator
> Oxford University Computing Laboratory
> Wolfson Building
> Parks Road
> Oxford, OX1 3QD

to arrive by the closing date of **Tuesday 4th August 2009.** Applications received after this time will not be considered.

**Candidates must ask their referees to consider the further particulars and email the reference directly to job20@comlab.ox.ac.uk or, alternatively, post it to the above address (fax (+44 1865 283532) so that references arrive by the closing date.**

**The policy and practice of the University of Oxford require that all staff are offered equal opportunities within employment. Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her age, sex, marital or civil partnership status, sexual orientation, religion or belief, racial group or disability.**

**Applicants who would need a work visa if appointed to the post are asked to note that under the UK's new points-based migration system they will need to demonstrate that they have sufficient points, and in particular that:**

**(i) they have sufficient English language skills (evidenced by having passed a test in basic English, *or* coming from a majority English-speaking country, *or* having taken a degree taught in English)**

***and***

**(ii)** that they have sufficient funds to maintain themselves and any dependants until they receive their first salary payment.

**Further information is available at:**

**http://www.ukba.homeoffice.gov.uk/workingintheuk/tier2/generalarrangements/eligibility/**

**All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998 and the University's Data Protection Policy, but if the person appointed to the post is a migrant sponsored under the UK's new points-based migration system, we are required to retain all applications for the duration of the sponsorship.**