

### Position Description

All candidates for this position must be Australian citizens or able to meet eligibility criteria. DoD security requirements apply. General conditions of employment are documented in the People Management Manual (000AAL011)

<b>Position Title (in full)</b>	Systems Administrator, Classified Systems		
<b>Division (Corporate, Air/Land or Naval)</b>	Corporate		
<b>Line report</b>	ICT Manager (TRKL)	<b>Direct report</b>	IT Manager, Classified Systems (MASH)
<b>Location</b>	Adelaide	<b>Supervises</b>	N/A
<b>Budget</b>	Yes	<b>Tenure</b>	Permanent
<b>Delegations /Authorities</b>	<i>Authority limits and descriptions available in Delegation of Authority (000AAT206)</i> Authority as delegated by the ICT Manager		

### Purpose

As part of the Classified Systems (DSSE) team, the Systems Administrator will undertake day-to-day IT administrative duties associated with the Classified network environments, with a primary focus on providing all levels of support to the Saab community.

The Systems Administrator will also assist with, and be involved in the design, deployment and support of enterprise wide systems and applications.

### Key Responsibilities/Duties

- Undertake day-to-day IT administrative duties, such as:
  - Account management
  - Backup management
  - File & Print Services Management
  - Computer setup, configuration and management
- Provide 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> level support
- Installation, configuration and support of corporate and enterprise wide support tools, systems, applications and technologies;
- Maintain in-house and off-the-shelf software products
- Maintain IT records and documentation
- Uphold and enforce identified and approved security practices
- Perform other duties as assigned

### Qualifications/experience

<b>Essential</b>
<ul style="list-style-type: none"> <li>• 5-7 years experience in the IT industry</li> <li>• MCP or equivalent Microsoft Certification</li> </ul>

**Qualifications/experience**

**Essential**

- Sound knowledge of, and experience with Active Directory & Microsoft networks
- Sound knowledge of, and experience with Microsoft desktop and office product range
- Understanding of basic networking protocols, such as SMTP, TCP/IP & DNS
- Sound Knowledge of Windows XP, Windows Server NT/2000/2003 operating environments
- Experience with VMware and Virtualisation technologies

**Desirable**

- Good working and applied knowledge of Cisco networks including the configuration of Router and Switching devices as well as the implementation and management of VLAN's
- Experience working with Hewlett Packard, Dell, Samsung, Cisco & IBM equipment
- Experience in the establishment, and maintenance of registers to record details of hardware and software assets
- Experience with commercial software products including:
  - HardCat Asset Management System
  - DOORS
  - Rational ClearCase/ClearQuest
  - LANDesk
  - Symantec Backup Exec
- Experience with imaging technologies, such as Symantec Ghost
- Experience with Unix Operating Systems e.g. AIX, Solaris and LINUX
- Experience with SAN technologies
- Experience working and/or supporting Defence related projects

**Skills**

- Excellent problem solving skills
- Excellent written and oral communication skills;

**Competencies**

- Ability to work with others in a team environment and prepared to share knowledge and experience
- Ability to accept and adapt to new tasks, technologies, processes and procedures
- Ability to plan, schedule and prioritise tasks to meet deadlines

**Personal attributes**

- Australian citizen or able to meet citizen eligibility requirements to comply with Defence Industry security requirements;
- Strong focus on customer service

**Personal attributes**

- Enthusiastic with a positive attitude
- Self-motivated; ability to work remote from supervision
- Willingness to take ownership of problems and resolve them in a timely fashion
- Physically fit to be able to handle the weight of computers;
- Acts with integrity to deliver a professional service
- Display behaviors that reflect company values