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| IT Engineer | | | |
| **Closing Date** | 30th November 2021 | | |
| **Job Summary** | | | |
| **Grade** | £24,000-£26,000 per annum | | Permanent Position – 37 hours a week.  Monday – Thursday 7.30 am – 4pm  Friday 7.30am -12.30pm  **Overtime / extra hours and shift working maybe be required.** |
| **Main duties** | Main key duties will include:   * Maintaining VMWare Servers * Dassault SMARTEAM Server * Networking * PHP programming * Avaya Phone System * Installing and Configuring Windows Server, Configuring Advanced Windows Server Services, Designing and Implementing a Server Infrastructure, WSUS, DHCP, DNS, GPO, File and Print and File Storage (NAS). * Performing maintenance tasks such as patch levels, firmware upgrades and backups. * Planning software and system upgrades * Monitoring server logs and health alarms. * Monitoring capacity - disk, RAM and processor. * Ensuring availability and performance compliance to internal SLAs (Service Level Agreements). * Installing and maintaining Server based applications (Domino – Lotus Notes & SQL 2016). * MS Office, set up new users and general administration duties. * Installing and configuring new hardware and software. Identifying, troubleshooting and resolving hardware and software problems. * Working cooperatively with applications teams to install applications or upgrade existing applications. * Be involved in other IT tasks depending on the projects coming through. | | |
| **Experience and Qualifications** | | | |
| Essential | | * A minimum of 4 years’ experience working in a busy engineering role within the IT industry. * You should possess exceptional interpersonal and organisational skills as well as excellent knowledge of Microsoft Word, Excel, and PowerPoint. | |
| **Probationary period** | | All employees in new jobs are required to undergo a six-month probationary period, during which suitability for the position is assessed. | |
| **Health and Safety** | | All employees are responsible for reading, understanding and carrying out the requirements of the company’s Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training need. | |
| **Continual Development** | | The company requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the company. This should be achieved through the appraisal process.  Employees should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals. | |