



JOB DESCRIPTION

INFRASTRUCTURE ANALYST

JOB PURPOSE

You will be responsible for the administration and upkeep of the server infrastructure, ensuring all servers are maintained to a high standard ensuring that downtime is kept to a minimum. You will perform 1st line fault analysis, diagnosis and resolution

ROLES & RESPONSIBILITIES

Daily Tasks

- Server Backups
- Server maintenance – Hardware Faults
- Server software installations
- Server software updates – WSUS
- Server OS installations (builds)
- Data Security Groups and permissions
- Maintenance of virus software and updates
- Printer queue maintenance
- Equipment and firmware updates
- SAN administration – disk configuration
- Monitoring of servers for security and faults

Server Administration

- SQL database maintenance
- Exchange DB maintenance
- EV Server maintenance
- Citrix maintenance

General Tasks

- Good housekeeping and documentation

Essential Skills

- Experience of monitoring and reporting in large and complex environments
- A team player with strong communication and written skills
- Experience in the creation and review of technical documentation
- Ability to communicate at all levels of the business

- Ideally relevant industry qualifications or equivalent experience
- Experience of working in a dynamic environment and producing quality work in demanding timescales

ACKNOWLEDGMENT

I (PRINT NAME)_____ understand the above Job Description and agree to comply with the requirements stated above. I understand that I will be held fully responsible for my actions when I do not comply with the agreed Job Description.

Non –Compliance to the agreed job description will result in disciplinary action being taken against you.

Employee acceptance signature:

Signed _____ Print Name _____ Date _____

Authorizing Director's signature:

I have ensured that the above person is aware of their responsibilities as detailed in the Job Description above. I will also take appropriate action in the event of a breach of these policies and refer them to my reporting line manager.

Signed _____ Print Name _____ Date _____