RWA | TECHNOLOGY PEOPLE

## NETWORK ADMINISTRATOR

**Department:** Shared Services

**Reports to: Key Relationships:** RWA team, Board, External IT vendors and suppliers.

## VISION AND VALUES:

Vision: To be New Zealand's most respected recruitment brand and the leading choice for employers and IT job seekers.

Values: Integrity, Passion, Respect, Innovation.

## PURPOSE OF POSITION:

To make IT resources functional and reliable for everyone.

Specifically: Improve IT infrastructure by designing, and configuring a linked computer network. Resolve any user issues, data problems, and monitor the network to ensure it is capable of meeting our needs.

## KEY PERFORMANCE AREAS:

| DUTIES AND RESPONSIBILITIES | EXPECTED OUTCOMES |
|---|---|
| • Maintain and moniter network efficiency. | • Network problems will be improved for performance.<br>• Networks will function correctly, and consistently.<br>• Strong focus on firewalls and network security.<br>• Manage and provide data back-up.<br>• Meet company goals, and ensure networks are strengthened and protected from security threats. |
| • Provide technical assistance to network users, and clients. | • Interact with other professionals to strengthen network components.<br>• Maintain interpersonal relationships with key clients. |

*The intent of this position description and person specification is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff members may be requested to perform job related tasks other than those specified. This was last updated 10th August 2016.*

| | |
|---|---|
| | • Incidents and problems are identified and resolved promptly to a satisfactory level. <br> • Stakeholders are kept informed of progress until problem resolved. |
| • Collaborate with IT professionals to maintain standards and procedures. | • Active participant in internal professional development workshops. <br> • Attends industry association events. |
| • Role models Health and Safety standards. | • Committed to ensuring own safety and that of others. |

## QUALIFICATIONS AND EXPERIENCE:

| ESSENTIAL | GOOD TO HAVE |
|---|---|
| • A complete knowledge of Gigabit Ethernet topology interfacing with network IP phone systems. <br> • A tertiary level qualification in Business, Science, Information Sciences, Engineering, or similar. <br> • Detailed understanding of WAN and LAN environments. <br> • Experience in System Administration. <br> • Proven experience in developing network systems; WiFi, installing cables, and routers. <br> • Devices Project Management. <br> • Have A+ certification, or other relevant industry qualifications. <br> • A full, clean driver's licence. <br> • In depth knowledge and experience with Network Security. <br> • Understand of network communications protocol. | • Broad knowledge of any Microsoft related technologies: Windows Server. Exchance SQL, Java. <br> • SAN administration. <br> • Experience supporting BAU continuity and disaster recovery processes. <br> • Cisco qualifications are desirable. |

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| • Able to connect devices to form a fast and efficient network. | |
|---|---|

## KEY BEHAVIOURS:

- Displays RWA values at all times.
- Enthusiastic about technology.
- Customer focused.
- Flexible.
- Organised, and prioritises to effectively meet deadlines.
- Problem solver and a forward thinker.
- Accepts responsibility for actions.
- Ability to work smarter by being innovative and proactive.
- Ability to deal with pressure and sensitive situations, displaying composure and discretion and maintaining confidentiality at all times.
- Committed to quality.

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