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**Job title:** SharePoint Systems Administrator

**Reports to:** Head of Business Systems

**Department:** Information Services

**Location:** Moulsecoomb

**Grade:**  7

**Post Reference:** IS5403

**Purpose of the role**

The University of Brighton has been using SharePoint for intranet services since 2012. The SharePoint Systems Administrator will work with other technical specialists in IT Services and the Portal Services teams keeping SharePoint at peak health in terms of performance, reliability, maintenance, backup, recovery, and business continuity.

The particular focus of the SharePoint Systems Administrator will be to support, maintain and develop the university’s SharePoint service at the server, storage and database level.

**Main areas of responsibility:**

* To provide in-depth technical support and system administration for the university’s SharePoint based portal service, including system configuration, database maintenance, updates and day to day service operation;
* Provide 3rd line technical support, including responding to issues referred from the IT Service desk, writing support documentation, maintaining online help and service information via the IT Service desk, and contributing to staff development events relating to the portal service;
* To ensure that the technical architecture is designed and maintained to support key functions of the application and meet institutional needs, including providing technical input to the planning and design of core facilities;
* To provide support for the underlying SharePoint infrastructure, specifically the SharePoint databases, servers and operating systems, working closely with other IS staff as required. This includes configuring and maintaining the server architecture to ensure effective operation of portal searching services and ensuring that server operating systems are patched and secure;
* To liaise with other IT Services staff to ensure that service reliability, resilience, high availability and capacity planning are co-ordinated and maintained. This includes developing and implementing an effective backup, recovery and disaster recovery procedure;
* To ensure testing procedures and facilities are in place and maintained to allow for safe “sandboxing” and testing of upgrades and customizations prior to release to the production site.
* To liaise with the SharePoint team to ensure that the SharePoint environment meets the needs of the organisation, acting as technical lead in liaison with external design and support companies, liaising directly with consultants as required;
* To liaise with staff across the university in the technical planning, updating and delivery of the portal service, ensuring it adapts to meet institutional requirements as they develop;
* To technically assess identified developments, identify appropriate solutions and plan their implementation, adopting formal change management procedures in liaison with IT Services;
* To liaise with other university areas to plan, implement and maintain integration of information between the portal service and other university systems.

**General responsibilities**

These are standard to all University of Brighton job descriptions.

* To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade;
* To adhere to the University’s Equality and Diversity Policy in all activities, and to actively promote equality of opportunity wherever possible;
* To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act;
* To work in accordance with the Data Protection Act.

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The person specification focuses on the knowledge, qualifications, experience and skills (both general and technical) required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form (A), at interview (I) and in some instances through an exercise (E).

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| **Essential criteria** |  | **A, I, E** |
| **Knowledge** | * Excellent current working knowledge of the use of computing and network technologies to support the delivery of web based services and portal systems. * Listens well and understands the needs of others. Shows awareness of the need to ensure equality of opportunity. * Clear, concise, coherent, accurate and persuasive written and spoken communication skills; good attention to detail; able to write effectively within tight timescales; able to explain technical matters in a clear non-technical way. | **A,I**  **A,I**  **A,I** |
| **Experience** | * Extensive experience of supporting MS SharePoint and the underlying databases and infrastructure * Considerable experience of delivering IT support services * Good understanding and experience of integrating data between disparate ICT platforms * Experience of document management, information architecture and work flows | **A,I**  **A,I**  **A,I**  **A,I** |
| **Technical/work based skills** | * Thorough working knowledge of technical platforms, applications and network systems used for the delivery of web-based services including content management systems, portal systems in general and related server technologies such as IIS, Powershell, MS SQL Server. * Evidence of effective liaison with team members and users in the development and deployment of electronic materials; Flexible, co-operative, helpful. * Able to learn new technologies rapidly and continuously. | **A,I,E**  **A,I**  **AI** |
| **Other requirements** | * Meets objectives on own initiative; committed to continuous self-development. * Systematic; efficient; meets agreed priorities and deadlines. * Investigative; adaptable; solves problems and develops plans successfully; thinks and plans strategically. * Able to undertake all the physical requirements of the job, such as extensive use of keyboard, mouse and display screen equipment according to health and safety guidelines; able to access other university sites efficiently and frequently. | **A,I**  **A,I**  **A,I**  **A,I** |
| **Desirable** | * Microsoft certification or equivalent (MTA, MCSA, MCSE) in a relevant discipline e.g. current or recent versions of Windows Server, SQL Server SharePoint Server and/or Office 365. * Knowledge of .NET, Javascript, CSS | **A,I**  **A,I** |

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* Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
* This is a full time post and is permanent.
* Annual leave entitlements are shown in the table below and increase after 5 years’ service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, are pro-rated for part time employees.

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| **Grades** | **Basic entitlement per year** | **Grades** | **After 5 years’ service** |
| 1-3 | 23 days | 1-3 | 28 days |
| 4-7 | 25 days | 4-7 | 30 days |
| 8-9 | 27 days | 8-9 | 30 days |

* More information about the department can be found [here](https://www.brighton.ac.uk/about-us/contact-us/professional-services-departments/index.aspx)
* [Academic departments (schools and colleges)](https://www.brighton.ac.uk/about-us/contact-us/academic-departments/index.aspx" \o "Academic departments)
* Read the University’s [2016 - 2021 Strategy](https://staff.brighton.ac.uk/strategy/Pages/Welcome.aspx?dm_i=1SNX,4KBXD,MQS1JL,GXL92,1)
* The University has an attractive range of benefits and you can find more information about them on our [website.](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx)

Date: 06/02/2018