



## **Infrastructure Officer**

### **Reporting to IT Infrastructure Manager**

#### Job Profile

The Infrastructure Officer's main role will be to work with the IT Infrastructure Manager to protect the company's data by implementing and adhering to proper security measures such as secure passwords, forcing password to be changed, preventing unauthorised employees from viewing confidential documents or accessing unauthorised software applications.

As well as the security aspect you will ensure that all systems are running at optimal performance. The team have responsibility for administering Active Directory, managing and maintain Windows and Linux servers, monitoring system performance and server operations. These task can be undertaken by an individual or by the team depending on the scale of the task. Providing support to the IT Business Support Manager, you will ensure that all systems are fully functional 24/7. You will be responsible for the administration of Exchange on premise or cloud and develop and action maintenance schedules.

You will install and configure client applications and troubleshoot a variety of client applications. You will maintain system backup and recovery plans and document system and server updates. You will deliver appropriate IT solutions to meet the needs of the business and for the effective utilisation of systems in the provision of the service. You will also assist on any other duties as directed by IT Management.

You will have responsibility for the preparation of information in relation to your specific sphere of expertise and you will be expected to contribute across all spheres of the business as appropriate.

#### Personal Profile

You will have at least 6 years' experience working in an IT Infrastructure Environment and have excellent inter personal and communication skills. You will be knowledgeable and credible in the relevant areas within your sphere and will represent the interests of the LLP at all times.

You will be fully conversant with up to date developments within your role, will bring an innovative approach to new developments and you should have a commitment to development on a personal basis.

You will be required to have a flexible approach to this role.

#### Conditions

Your contracted hours of work will be 36 per week to be worked to suit the needs of the business and you will also be part of an on call rota providing the business with support out of hours and weekends.

You will operate at all times within the framework of the LLP terms and conditions and with due regard to all Health Safety and welfare legislation.