

JOB DESCRIPTION

Job Title	Senior Systems Administrator
Position Status	Permanent
Hours of Work/Days of Work	Up to 40 hours per week – Monday to Friday
Business Unit & Team	Strategic Improvement, Information & Systems
Reports to	Manager Information & Systems
Direct Reports	None
Base Location	Mangawhai/Dargaville
Salary Grade	Grade 15
Delegations	None
Key Internal and External Partners/Customers	TBC

ABOUT KAIPARA

Kaipara te Oranganui. Two oceans, two harbours.

Kaipara district extends from coast to coast, to the Waipoua Forest in the north and Pouto Peninsula in the south. It includes iconic beaches, kauri forests, rich farmland and rugged landscapes. People come from all over to experience this special part of the world, and we are privileged to play an important part in making Kaipara the place to be.

Our team is committed to Kaipara communities. We deliver essential services including roads, water, waste services, recreational facilities, libraries and regulatory services. Council staff engage our communities to contribute to key projects and plans, and support them to achieve their own. We love what we do, and have a real passion for our people and our place.

At Kaipara District Council, we know there are some important ingredients to develop a strong and supportive culture for our people to thrive, these are our values - mahi taahi (team work), mahia te mahi (make it happen), mana (integrity), whakaute (respect), and pono (trustworthy). These values guide how we work together as a team and alongside our diverse communities.

ROLE PURPOSE

The Senior Systems Administrator delivers high quality technical support to maintain the reliability and security of Council's information technology systems.

KEY RESPONSIBILITIES



Whakaute
RESPECT



Mahia te mahi
MAKE IT HAPPEN



Mahi taahi
TEAM WORK



Pono
TRUSTWORTHY



Mana
INTEGRITY

<p>Computer Systems</p>	<ul style="list-style-type: none"> • Provision of network and communication equipment, security and systems administration, together with quality technical support for all Council's computer systems. • Ensure the integrity and currency of our computer systems remain high through the management and provisioning of endpoint hardware, together with maintaining council's security posture. • Perform root cause analysis on issues when needed and identify necessary escalation points.
<p>Systems Management</p>	<ul style="list-style-type: none"> • Support the provision of a fully functional, efficient, and appropriate ICT infrastructure system that enables the Council to operate nimbly and be responsive to service demands. • Provision of technical administration related to systems, infrastructure, cloud security and tenancies, applications, and support. • Configuring and maintaining networks along with diagnosing associated issues, monitoring network and system performance (level 2 support). • Provide support for endpoint device management ensuring problems are resolved in a timely manner limiting disruptions and downtime. • Provide support to the team to ensure cyber security, audit and compliance requirements are met.

KDC CORE RESPONSIBILITIES

<p>Health, Safety & Wellbeing</p>	<ul style="list-style-type: none"> • Take care of your own health, safety and wellbeing and that of others affected by your work • Ensure prompt reporting of all Health and Safety hazards or incidents
<p>Professional Development</p>	<ul style="list-style-type: none"> • Participate in monthly and yearly roadmap planning and chats with your manager • Actively participate in professional development initiatives to keep up to date in your area of expertise and to continuously develop skills and capabilities. • Complete annual mandatory learning.
<p>Other Organisational Responsibilities</p>	<ul style="list-style-type: none"> • Provide CORE customer experience (connected, open, reliable and easy) • Champion our values • Adhere to our ways of working (WoW) • Observe KDC policies, procedures and guidelines • Contribute to continuous improvement by identifying systems, processes or documents to improve and making changes to keep up with legislation, trends or best practice • Maintain records in compliance with the Public Records Act 2005 • Be involved in the readiness for emergencies by attending relevant Civil Defence Emergency Management training as required • Participate in any required Civil Defence exercises to ensure that essential services are maintained during emergencies • Other tasks and/or projects as assigned

COMPETENCIES

Leader of Self

- Work Together
- Deliver Results
- Champion Innovation
- Provide Customer Experience Excellence
- Make Informed Decisions
- Communicate Clearly

SUCCESS PROFILE

Qualifications & Experience

- A degree or tertiary qualification in computer systems and/or Microsoft Certified
- 5 plus years' experience in administering infrastructure, network and desktop environments.
- Experience in the administration of VMware, SANs, Cisco networking and security, Azure and Microsoft365 cloud, MSSQL and the Microsoft application and OS stack
- Knowledge of cloud computing and services
- Strong knowledge of systems and networking software, hardware, and networking principles and protocols, switch management, security and identity management and associated policies
- Experience with scripting and automation tools
- Strong knowledge of implementing and effectively developing helpdesk and IT operations best practices, including expert knowledge of security, storage, data protection, and disaster recovery protocols

Role Specific Skills & Attributes

- Ability to build and maintain positive and constructive relationships
- Problem solving
- Excellent time management
- Attention to detail and accuracy
- Cultural awareness

Other Role Requirements

This role requires:

- regular travel across the Kaipara region
- a full NZ Driver Licence

ORGANISATION CHART

TBC



Whakautē
RESPECT



Mahia te mahi
MAKE IT HAPPEN



Mahi tahi
TEAM WORK



Pono
TRUSTWORTHY



Mana
INTEGRITY