# Software and Network Systems Administrator

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| Advertised Job Title**:** | Software and Network Systems Administrator |
| Reference Number**:** | 58138 |
| Classification**:** | CSOF 5 (0.5 FTE) |
| Salary Range: | 50% of $95,369$95,369 to $103,205 plus up to 15.4% superannuation$95,369$95,369 |
| Location**:** | Kensington, WA and New Norcia\*  \*Please note you will be required to perform some duties at New Norcia Ground Station. |
| Tenure: | Indefinite |
| Relocation assistance**:** | Will be provided to the successful candidate if required. |
| Applications are open to: | Australian Citizens and Permanent Residents |
| Functional Area**:** | Technical Services |
| Reports to the: | M+O Manager |
| Number of Direct Reports: | 0 |

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| **Role Overview:** |
| The New Norcia Ground Station supports ground-based spacecraft telecommunications as part of the European Space Agency’s Tracking Stations Network (ESTRACK), under proposed contractual arrangements between ESA and Commonwealth Scientific Industrial Research Organisation (CSIRO).  The Software and Network Systems Administrator provides technical support for ESA software and network systems including installation, maintenance and support of software and network systems, minor project and contractor management including technical planning, support for Intercom, PABX and related telephony systems and operate and maintain diagnostics for all LAN/WAN communications equipment. |

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| **Duties and Key Result Areas:** |
| * Perform software maintenance and installation activities, to ESA or manufacturers' specifications, including:   + *Commissioning, upgrading, testing, calibration and repair of software and subsystems.*   + *Installation of new and upgraded operational software; including OS patches.*   + *Operational software application maintenance.*   + *System Administration (primarily UNIX) in a secure networked workstation and server environments.* * Ensuring the ongoing availability of critical flight data systems software. * Providing support to the maintenance of systems in other flight support areas when required. * Troubleshooting hardware problems at the operating system and firmware levels. * Fault investigation, analysis and reporting. * Performing system backups to allow emergency recovery as required. * Performing Software and Hardware installation and configuration upgrades. * Testing and calibration of related equipment and subsystems. * Providing out of hour’s emergency support via telephone analysis where possible and attend onsite for diagnostics and repairs when necessary. * Assisting or provide necessary training to operations staff in relation to new deliveries (technology) and upgrades. * Using established reporting tools and procedures to provide comprehensive reports. * Maintaining appropriate record keeping and other tools for version control of system hardware/software. * Evaluating ESA network IT security requirements and ensuring local compliance at the operating system level. * Originating and critically reviewing Change Configuration documentation. * Preparing and/or updating ESA documentation, including system drawings and schematics in support of specialist technical input. * Maintaining appropriate local records of hardware/software configurations. * Technical Planning Activities include: * *Performing technology assessment and practical evaluation, contributing to specification preparation for future enhancements and planning for future upgrades.* * *Participate in planning meetings.* * Adhere to the spirit and practice of CSIRO’s Values, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals. * Other duties as directed. |

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| **Selection Criteria:** |
| *Under CSIRO policy only those who meet all essential criteria can be appointed*  ***Pre-Requisites:***   1. **Education/Qualifications:** Degree or Advanced Diploma in Engineering or Information Technology, with 3 years plus relevant experience. 2. **Other Certifications:** WA Drivers Licence.   ***Please note:*** *Under CSIRO policy only those who meet all essential criteria can be appointed*  ***Essential Criteria:***   1. Systems administration of operating systems as well as a practical understanding of network administration and IT security. 2. An ability to troubleshoot hardware problems to a systems level. 3. Experience in network communications equipment such as CISCO hardware. 4. The ability to work effectively as part of a multi-disciplinary, regionally dispersed team, and carry out tasks autonomously. 5. Excellent communication skills, both written and oral, including the ability to anticipate the interests and knowledge level of an audience and present information and feedback accordingly. 6. Demonstrated ability to effectively manage a number of competing priorities simultaneously, and carry out non-routine tasks under broad direction and under operational pressure.   **Desirable Criteria:**   1. Certifications in Unix Systems Administration, such as Solaris/Linux, Solaris Advanced Systems Administration Qualification, Network Administration Qualification such as CISCO, Microsoft Windows System Administration Qualification such as the Microsoft Certified Systems Engineer (MCSE). 2. Configuration and maintenance of computer hardware and network storage appliances. 3. Exposure to Real-Time or embedded systems. 4. Knowledge of PABX telephony systems.   **Special Requirements:**  Appointment to this role may be subject to conditions including security/medical/character clearance requirements. You must also be willing and able to:   1. Work to provide out of hours coverage for critical equipment failures 2. Support pre planned out of hours critical tracking events. 3. Have the ability to travel from Kensington to New Norcia WA (a shared fleet car at specified times will be available) |

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| **Other Information:** |
| **To express your interest:** Please go to <https://jobs@csiro.au> and enter reference 58138 and click **Apply**. First create a profile, then upload your resume and cover letter. In your cover letter please tell us how your skills, knowledge and experience meet the selection criteria.  If after reading the Position Description you require further information please contact Lesley Kliska at [lesley.kliska@csiro.au](mailto:lesley.kliska@csiro.au). Please note: applications sent to Mrs Kliska may not be considered.  If you experience difficulties applying online please call 1300 984 220 for assistance or email:   [csiro-careers@csiro.au](mailto:csiro-careers@csiro.au).  *We work flexibly at CSIRO, offering a range of options for how, when and where you work. Talk to us about how this role could be flexible for you.*  *Find out more!*[*CSIRO Balance*](https://www.csiro.au/en/Careers/A-great-place-to-work/Work-life-balance)  **About CSIRO**  At CSIRO, we do the extraordinary every day. We innovate for tomorrow and help improve today - for our customers, all Australians and the world.  We imagine. We collaborate. We innovate. |