



NETWORK & SYSTEMS ADMINISTRATOR

Job Description

JDNSA

Position	Network and Systems Administrator
Location	Myrtleford, VIC
Reports To	Chief Information Officer
Team	Information Technology team with nil direct reports.
Position Summary	<p>The Network and Systems Administrator is responsible for designing, implementing, and maintaining network infrastructure to ensure security protocols and IT operations, in order to deliver high-quality technical solutions. This includes providing desktop application support, deploying and troubleshooting network infrastructure (such as switches, wireless access points, and point-to-point networks), and managing file, print, and Hyper-V server systems.</p> <p>The role is based at our HPA Hop Central facility in Myrtleford and supports two farm office sites within a 15km radius. Working as part of a team environment, success in this role is achieved through a consultative and collaborative approach with others to ensure actions are delivered timely and meet IT objectives.</p>
Key Areas of Responsibility	<p>Desktop Application Support:</p> <ul style="list-style-type: none">• Provide support for desktop applications, with a focus on O365 and other business-critical applications.• Troubleshoot and resolve end-user issues related to software applications.• Stay current with industry trends and updates to ensure efficient desktop application support. <p>File, Print, and Server Management:</p> <ul style="list-style-type: none">• Manage file and print services to ensure seamless data access for end-users.• Demonstrate expertise in Hyper-V server management, including virtual machine deployment and maintenance.• Perform routine server maintenance tasks and implement security best practices. <p>Remote Deployment and Troubleshooting:</p> <ul style="list-style-type: none">• Travel to remote locations as needed to deploy and troubleshoot IT equipment.• Competently use basic tools for equipment deployment and issue resolution in remote locations.• Provide remote support to end-users and technicians when on-site presence is not possible. <p>Industrial Equipment Deployment:</p> <ul style="list-style-type: none">• Hands-on experience in deploying new IT equipment within an industrial environment.• Ensure that deployed equipment meets industry standards and complies with safety regulations.• Collaborate with other departments to understand specific IT requirements for industrial processes.



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Network Infrastructure Deployment and Troubleshooting:

- Deploy and configure switches, wireless access points, and point-to-point networks.
- Troubleshoot network issues to ensure optimal performance and reliability.
- Collaborate with the team to design and implement network solutions that meet business requirements.

**Skill
Requirements**

- A tertiary qualification in Information Technology, Computer Science, or a related field.
- Experience providing support to internal or external employees/customers, including experience with O365 and a deep understanding of networks, firewalls and security.
- Experience in file, print, and server management, with a focus on Hyper-V.
- Competency in using basic tools for equipment deployment in remote locations.
- Strong analytical and troubleshooting skills with a demonstrated ability to easily communicate effectively with others.
- Drivers licence.

Desirable: hands-on experience deploying IT equipment in an industrial and/or agricultural environment, or capacity to learn and adapt to new environments.