# Job description and selection criteria

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| Job title | Unix Administrator |
| Division | Bodleian Libraries |
| Department  | Bodleian Digital Library Systems & Services |
| Location | Osney One, Osney Mead, Oxford |
| Grade and salary | Grade 7: £29,249 - £35,938 per annum |
| Hours | Full time  |
| Contract type | Permanent |
| Reporting to | **IT Programmes Manger** |
| Vacancy reference | 104070 |
| Additional information | 38 days annual leave including public holidays and Christmas closure.Candidates are required, as part of their application, to submit a supporting statement showing how their experience and skills meet the job criteria (essential & desirable) – please address each point. |

## Introduction

### The University

The University of Oxford is a complex and stimulating organisation, which enjoys an international reputation as a world-class centre of excellence in research and teaching. It employs over 10,000 staff and has a student population of over 21,000.

Most staff are directly appointed and managed by one of the University’s 130 departments or other units within a highly devolved operational structure - this includes 5,900 ‘academic-related’ staff (postgraduate research, computing, senior library, and administrative staff) and 2,820 ‘support’ staff (including clerical, library, technical, and manual staff). There are also over 1,600 academic staff (professors, readers, lecturers), whose appointments are in the main overseen by a combination of broader divisional and local faculty board/departmental structures. Academics are generally all also employed by one of the 38 constituent colleges of the University as well as by the central University itself.

Our annual income in 2010/11 was £919.6m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts exceeds £376m p.a., and more than 70 spin-off companies have been created.

For more information please visit [www.ox.ac.uk](http://www.ox.ac.uk)

### Bodleian Libraries

The University of Oxford’s many libraries contain the largest and most diverse collections for the support of teaching and research in any institution of higher education in the United Kingdom. Its library holdings as a whole are world-class. Because its principal library, the Bodleian, has been in effect a library of legal deposit for almost 400 years, members of the University and scholars from far and wide have a reasonable expectation of satisfying a very high proportion of their library needs somewhere within Oxford’s libraries.

The libraries, which together form Bodleian Libraries, contain more than 10 million volumes; and, if periodical parts are included, Bodleian Libraries adds to stock an average of well over 1000 items per day throughout the year. A large proportion of the library stock will be preserved in perpetuity and a significant percentage of the legal deposit intake forms a part of the national printed archive.

In addition to its vast print and archival collections, Bodleian Libraries offers access to 45,000 e-journals and over1,100 licensed electronic databases and reference works. The library service is currently also significantly extending its e-book collection to support both learning and research.

For more information please visit: <http://www.bodleian.ox.ac.uk/>

### Bodleian Digital Library Systems and Services

The Bodleian Digital Library Systems and Services (BDLSS) provides integrated support and systems for a wide range of IT-related services and activities across the library sector.

BDLSS supports OLIS the principal library system for over 100 Oxford libraries, serving as a union catalogue of over 7 million bibliographic and more than 13 million items records. As well as cataloguing, it provides circulation, acquisition, serials registration, stack requests and management information functions. Resources are accessed via our resource and discovery platform based on Ex Libris' Primo software, known locally as SOLO: Search Oxford Libraries Online.

With respect to the University's large collection of scholarly electronic resources (bibliographic databases and electronic journals), BDLSS provides the platforms and interfaces to make them available to libraries and directly to users' desktops. It is also developing systems to support our digital library, an extensive initiative to make available world-wide and to preserve for posterity digitized material from the Bodleian Libraries' rich collections.

BDLSS is engaged in a number of developmental projects, some involving national and international partners. In addition, it manages service agreements with the University's ICT Support Team who deliver IT support for the Bodleian Libraries, providing network services such as email, file-store, web-space, office systems, training and support for new applications.

## Job Description

### Overview of the role

The UNIX Administrator will work as part of the team responsible for the installation, configuration and administration of UNIX/Linux servers and virtual environments supporting the Library’s core services. These include:

* The Integrated Library System (ILS)
* The Digital Asset Management System (DAMS)
* The Library’s resource discovery platform (SOLO)

Operating systems currently used are mainly RedHat, Ubuntu and Solaris, along with VMware for virtualisation.

The post will be part of the newly formed Library Systems team.

### Responsibilities/duties

The principle responsibilities of this post are:

* The installation, operation, maintenance and upgrade of UNIX/Linux servers to support services managed by the Bodleian Libraries.
* Maintenance of the security, integrity, back-ups and disaster recovery of UNIX/Linux servers.
* Ensuring robust integration of the UNIX/Linux systems with other IT systems.
* To manage monitoring tools to track and alert service availability (currently using Nagios / mrtg and cacti)
* To use an electronic tracking system to manage incidents.
* Storage management and migration planning
* Application software/patching in all environments as needed
* Management of scripting techniques to automate processes
* Adherence to the recommended deployment, configuration, and set-up methodologies for all system instances
* Work closely with any external vendors and/or internal department contacts to ensure the efficient running of applications in testing and production environments
* Perform performance analysis, reporting, configuration and tuning
* Work to ensure maximum availability of all systems
* Support the overall technical strategy as it relates to expansion, growth and interoperability of the Library’s infrastructure
* Create and maintain technical documentation on applications and processes.

Other duties:

* Working closely with other staff within the Libraries to provide a cohesive and responsive service.
* Compliance with health and safety regulations.
* Compliance with the policies and procedures set out in the Handbook for Academic-related staff.
* Any other duties that may be required from time to time commensurate with the grade of the job.
* Participate in a regular Staff Development Review
* Take advantage of appropriate training opportunities as these arise, in order to keep up to date with relevant skills and developments

## Selection criteria

Candidates will be judged on the basis of the following criteria and their application should address **each point** to show how their experience and skills meet the criteria. Examples of relevant experience and skills may have been gained through paid employment, voluntary/community work, domestic responsibilities, spare time activities or training.

### Essential

* Educated to a degree level or equivalent experience / professional qualification.
* Experience of administering UNIX/Linux servers in a modern server support environment, carrying out standard tasks including server installation and configuration.
* Experience of virtual environment (VMWare ESX) administration to deliver highly available servers.
* Demonstrable knowledge and practical experience of monitoring server systems to maintain service availability and reliability.
* Experience of maintaining server security through patching, system configuration, and monitoring.
* Ability to automate tasks within a UNIX/Linux environment using appropriate scripts and tools. (e.g. Perl, shell scripts, puppet)
* Knowledge of networking technologies and protocols, especially areas such as TCP/IP, IPv4, and of services such as firewalls, DNS and DHCP.
* Excellent logical diagnostic skills; ability to troubleshoot and resolve complex technical issues related to the work of the post.
* Proven ability to keep clear and accurate records related to the work of the post such as configuration documentation.
* Evidence of good organisational skills, self-motivation and ability to work on own initiative as well as contributing as an effective member of the team.
* Good interpersonal and communication skills, including the ability to work and communicate effectively with staff at all levels in the University, whether technical or non-technical.
* The skills and experience to become an effective member of the team as quickly as possible.

### Desirable

* Experience of Tivoli Storage Manager (TSM)
* Ubuntu/RHEL system administration including repository management
* Source code control systems – TRAC, SVN, GitHub
* Conventional web technologies (Apache, Tomcat, Jetty, AJAX)
* Experience with NFS
* Familiarity with the use and operation of Integrated Library Systems
* ITIL Foundation qualification or higher
* An understanding of the project lifecycle and the principles of a formal Project Management Method e.g. Prince II
* Familiarity with the UK academic computing environment or similar
* Experience in exercising warranty and maintenance agreements with suppliers and third parties.
* A sound understanding of IT trends and future technologies necessary to assist in planning future developments.

## Working at the University of Oxford

For further information about working at Oxford, please see:

<http://www.ox.ac.uk/about_the_university/jobs/professionalandmanagement/>

## How to apply

If you consider that you meet the selection criteria, click on the **Apply Now** button on the ‘Job Details’ page and follow the on-screen instructions to register as a user. You will then be required to complete a number of screens with your application details, relating to your skills and experience. When prompted, please provide details of two referees and indicate whether we can contact them at this stage. You will also be required to upload a supporting statement. A CV is not required as this will only duplicate the information in the on-line application.

The supporting statement should describe what you have been doing over at least the last 10 years.  This may have been employment, education, or you may have taken time away from these activities in order to raise a family, care for a dependant, or travel for example.

**Your supporting statement must also address each point of the essential & desirable selection criteria to demonstrate how your experience and skills meet them.**

Your application will be judged solely on the basis of how you demonstrate that that you meet the selection criteria outlined above and we are happy to consider evidence of transferable skills or experience which you may have gained outside the context of paid employment or education.

Please save all uploaded documents to show your name and the document type.

All applications must be received by **midday** on the closing date stated in the online advertisement.

**Information for Priority Candidates***A priority candidate is a University employee who is seeking redeployment owing to the fact that he or she has been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing departments and this letter* ***must*** *be attached to any application they submit.*

**The priority application date for this post is** Wednesday 17th October 2012

**Full details of the priority application process are available at:** [**http://www.admin.ox.ac.uk/personnel/end/red/redproc/prioritycandidate**](http://www.admin.ox.ac.uk/personnel/end/red/redproc/prioritycandidate)

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk

To return to the online application at any stage, please click on the following link [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk)

Please note that you will be notified of the progress of your application by automatic e-mails from our e-recruitment system. **Please check your spam/junk mail regularly to ensure that you receive all e-mails.**

**Relocation**

At the moment, the Bodleian Libraries is not offering relocation expenses to this post