



BMAF IT Infrastructure Administrator Role Outline

Role Overview

The purpose of this role is to maintain the functioning and maintenance of the existing IT Infrastructure, including the email, website, shared storage space , competition entry card payments, marketing communications, photo library etc.

(The role may be divided up for the various types of infrastructure – software and hardware.)

Anticipated Time Commitment:

One hour per week on average.

Role Description: (this is indicative only)

- Routine maintenance of the above systems e.g. restructuring and cleaning up of the shared storage space
- Setting up new users on the above systems, providing initial training for new features and new users as required.
- Trouble-shooting issues as they arrive.
- The inventory of the small number of BMAF Services' hardware (3 laptop, 4 iPads, 2 printers, 2 mobile wifi devices) and their security compliance.
- Preparation or short report to BMAF Services are requested.

Qualifications:

This role would suit someone with:

- Good IT skills and/or experience of working within an IT environment, although training will be given.
- Good administrative skills
- Good interpersonal skills