

Job Description and Person Specification

JOB DESCRIPTION

Post title:	Research Computing Systems Engineer		
Academic Unit/Service:	iSolutions		
Faculty:	Professional Services		
Career Pathway:	Management, Specialist and Administrative (MSA)	Level:	4
*ERE category:	n/a		
Posts responsible to:	Assistant Director: Operations (MSA6)		
Posts responsible for:	N/A		
Post base:	Office Based Highfield Campus		

Job purpose
To provide professional expertise in the planning, implementation, support, promotion, and maintenance of the University's High Performance and Data Intensive Computing services.

Key accountabilities/primary responsibilities	% Time
1. To work as part of a specialist team in delivering and maintaining the University's High Performance and Data Intensive Computing facilities.	25%
2. Liaising with internal teams and suppliers to carry out detailed assessment and analysis of issues and problems, using specialist knowledge, to identify, recommend and implement appropriate solutions.	20 %
3. To be responsible for provision of specialist advice in High Performance and Data Intensive Computing to aid management decisions and provide support services within specific parameters/professional guidelines to both internal and external customers To draft reports and deliver briefings and presentations, as required.	15 %
4. To contribute to University wide projects using specialist knowledge and/or lead short-term projects within own department.	10 %
5. To provide targeted support, training and direct engagement in agreed research activities	10%
6. To contribute in the planning of major and minor systems installations and upgrades.	10%

Key accountabilities/primary responsibilities		% Time
7.	To attend internal and external meetings to ensure that departmental issues are appropriately represented and reported.	5 %
8.	Any other duties as allocated by the line manager following consultation with the post holder.	5 %

Internal and external relationships
<p>The post holder will be expected to undertake the duties as part of an integrated team and will be expected to adopt priorities and engage in activities which promote the effective working of the whole team.</p> <p>The post holder will be expected to work with relevant members (individual researchers and post-graduate research students) of the University, suppliers as appropriate and with colleagues in other institutions and related organisations.</p> <p>It is expected that the duties will be performed in the light of relevant activities in Higher Education generally. The post holder will be expected to be aware of the activities and initiatives being formulated nationally and internationally within the relevant specialist area and will be expected to take part in such activities should they be relevant to and of benefit to the work being undertaken locally.</p>

Special Requirements
<p>The post holder must be eligible and willing to undergo HMG security clearance (Security Check (SC) Level)</p> <p>To maintain the relevant level of professional expertise and qualifications to discharge the duties of a professional specialist.</p> <p>There may be a requirement to work varying core hours, and on occasion to work outside normal hours, to ensure that service commitments are met.</p>

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<p>Skill level equivalent to achievement of HND, Degree, NVQ4 or basic professional qualification.</p> <p>Proven experience of planning and progressing work activities within broad professional guidelines and/or broad organisational policy.</p> <p>Experience/exposure to the use of HPDIC in a significant research area.</p> <p>Solid Linux skills.</p> <p>Experience of the research process.</p>	<p>Knowledge of</p> <ul style="list-style-type: none"> o Scripting languages (eg. Perl, Python) o Analysis/visualisation of large data sets <p>Knowledge of...</p> <ul style="list-style-type: none"> o Programming languages and compilers (eg. C/C++, Fortran, Java) <p>ITIL Experience</p>	<p>CV, certificates and references</p> <p>CV, certificates, references, work experience, interview</p>
Planning and organising	<p>Able to seek opportunities to progress a broad range of activities within professional guidelines and in support of University policy.</p>	<p>Experience of successful project management.</p> <p>Capacity planning and monitoring.</p>	<p>CV, references, interview</p>
Problem solving and initiative	<p>Able to develop understanding of long-standing and complex problems and to apply professional knowledge and experience to solve them.</p> <p>Confidence to challenge existing work practices.</p>	<p>Exposure to or experience in 2nd/3rd Level support issues.</p>	<p>CV, references, interview</p>
Management and teamwork	<p>Experience of working in a highly technical team.</p> <p>Ability to proactively work with colleagues in other work areas to achieve outcomes.</p> <p>Ability to make decisions in a confident manner under pressure.</p> <p>Plan, estimate and track project work at an appropriate level of detail.</p>	<p>Experience of working with a research community within Higher Education.</p>	<p>CV, references, interview</p>
Communicating and influencing	<p>Able to provide accurate and timely specialist guidance on complex issues.</p> <p>Able to use influencing and negotiating skills to develop understanding and gain co-operation.</p>		

Other skills and behaviours	Methodical, calm and clear-thinking under pressure.		
Special requirements	Must be eligible and willing to undergo HMG security clearance.		

JOB HAZARD ANALYSIS

Is this an office-based post?

<input checked="" type="checkbox"/> Yes	If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below.
<input type="checkbox"/> No	If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below. Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder.

- HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

ENVIRONMENTAL EXPOSURES	Occasionally (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work			
Extremes of temperature (eg: fridge/ furnace)			
## Potential for exposure to body fluids			
## Noise (greater than 80 dba - 8 hrs twa)			
## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below:			
Frequent hand washing			
Ionising radiation			
EQUIPMENT/TOOLS/MACHINES USED			
## Food handling			
## Driving university vehicles(eg: car/van/LGV/PCV)			
## Use of latex gloves (prohibited unless specific clinical necessity)			
## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)			
PHYSICAL ABILITIES			
Load manual handling			
Repetitive crouching/kneeling/stooping			
Repetitive pulling/pushing			
Repetitive lifting			
Standing for prolonged periods			
Repetitive climbing (ie: steps, stools, ladders, stairs)			
Fine motor grips (eg: pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height			
Repetitive reaching at shoulder height			
Repetitive reaching above shoulder height			
PSYCHOSOCIAL ISSUES			
Face to face contact with public			
Lone working			
## Shift work/night work/on call duties			