

# Somerville College

## University of Oxford

[www.som.ox.ac.uk](http://www.som.ox.ac.uk)



### **Further Particulars for the post of IT Support Assistant (Student Placement)**

**Ref: 900218**

We are seeking a placement student to work in our IT Support department for a period of 13 months from August 2016. This is an excellent opportunity for someone with a passion for IT to expand their knowledge and develop their skills. The successful applicant will have a good practical knowledge of database design and implementation; preferably using SQL and PHP. Experience will be gained in the use of a selection of Windows 7/8.1/10 Workstation, Windows 2008/12 Server and Apple Macintosh products. Familiarity with Microsoft Office applications is desirable; training will be provided where necessary.

The post holder will be heavily involved in supporting students, academic staff and administrative staff with a wide range of IT queries and problems and so the ability to communicate technical information in an accessible and clear manner to people at all levels is essential.

#### **About Somerville College**

Somerville is a forward-looking and adventurous College with a reputation for openness and inclusiveness. It is among the most international of the Oxford colleges that admit both undergraduate and graduate students, and has an ethos of tolerance, friendliness, diversity, enabling access to research and learning for all, and the pursuit of excellence in all that we do.

The College aims to pursue academic excellence through the support and encouragement of its students, sound management of resources, full support for the research of its Fellows, and to engage with and work within the collegiate university. There are currently 33 Tutorial Fellows, who are also members of Governing Body. The Governing Body makes decisions about the future of the College and its members are responsible for the direction and management of College affairs.

The student community comprises approximately 160 graduate students reading for masters and doctoral degrees, and approximately 400 undergraduates reading across a wide variety of scientific, mathematical, social science and humanities disciplines.

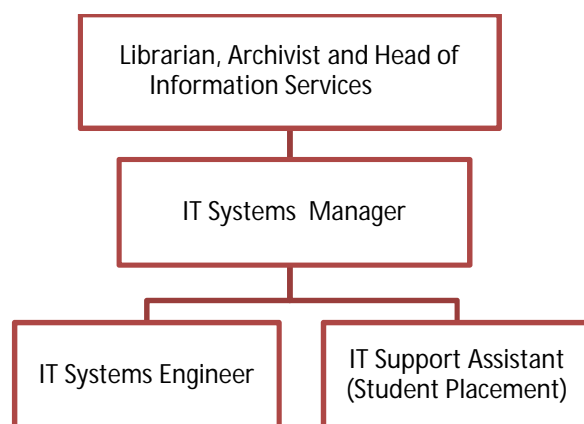
#### **The IT Department**

The well-established IT team comprises the IT Systems Manager, IT Systems Engineer, and the IT Support Placement. The department is responsible for maintaining the campus-wide Wi-Fi network, the IT Helpdesk, which is open daily for all members of the College and online helpdesk facilities via a ticketing system.

The team install all equipment on the College network and are responsible for its day-to-day management, including security and integrity, and the College servers. The IT Office organises

registration and use of the University Ethernet, and Internet for College members, and to remote users including network access and user support.

The IT team provide emergency IT support on an on-call basis and it is anticipated the IT Support Assistant will be able and willing to participate in the emergency on-call-rota.



For further information about the College, please visit [www.some.ox.ac.uk](http://www.some.ox.ac.uk)

## About the post of IT Support Assistant

The IT Support Assistant will assist the general maintenance and day-to-day running of the College's computing facilities.

Main duties will include

- Helpdesk Support Desk
  - First line of enquiry for computer related problems via email
  - Answering tickets on the helpdesk system and email enquiries sent to [it.support@some.ox.ac.uk](mailto:it.support@some.ox.ac.uk) where possible, and forwarding to the IT Systems Manager when problem/request is beyond experience
  - Staffing the drop-in Helpdesk
- First line of enquiry for all Students
  - Students will be expected to approach the IT Support Assistant for help in the first instance. The IT Support Assistant will refer students to the IT Systems Engineer or Manager if they are unable to deal with the enquiry.
- Day-to-day computer support
  - Assisting the IT Systems Manager in taking care of the systems, configuring new PCs, and maintaining PCs and any other daily tasks.
  - Being available during the IT Systems Managers absence to assist members of the college with their urgent computing needs. This might also include evening and weekends if an urgent problem arises.
- College Computer Rooms
  - Ensuring that the printers are stocked with paper
  - Enforcing the Computer Room rules
  - Maintaining the configuration of the computers
  - Offering assistance to students

- Server Backups
  - Monitor the backup server for the Colleges' computer systems
- College Information Systems
  - Assisting in the support and development of the Colleges Information Systems

The applicant will report to the IT Systems Manager, and work with the IT Systems Engineer.

The role is very flexible and the work will be partly unsupervised. The post holder must be capable and will be working as and when required in order to meet urgent College IT needs.

The IT Support Assistant is not authorised to approve any expenditure, but s/he is encouraged to offer suggestions for the purchasing of IT equipment.

Training will be provided as and when required. The IT Support Assistant may ask for further training regarding any aspect of ICT, to be undertaken in his/her own time.

## **Selection Criteria**

### ***Essential***

- Currently attending a Higher Education institution and studying a related course with the ability to have a work placement year as part of their study
- The ability to communicate clearly in English, verbally and in writing
- Excellent inter-personal skills and an attitude to the work duties and to all College members
- Ability to explain complex ideas and IT principles in an understandable and accessible way
- Experience, to a medium level, in the use of standard Microsoft and other office applications, web and email
- Ability to troubleshoot and diagnose problems with, and to re-install if necessary, Windows (up to Windows 7)
- Enthusiasm for learning new skills in a rapidly developing IT environment

### ***Desirable***

- Ability to troubleshoot and diagnose problems with, and to re-install if necessary Mac OS X desktop operating systems
- Experience of installing, configuring and managing PC and Mac server software including Windows 2008 server and Mac OS X
- Experience in HTML5/CSS and have a sound knowledge of programming; in particular PHP and MySQL skills
- Hands-on experience of more advanced PC troubleshooting, in particular networking, communications, and malware removal including viruses, Trojans, adware and spyware
- Experience of user support in a helpdesk environment
- Experience of working in an office environment
- Experience with Microsoft Exchange Server and Active Directory
- The ability to quickly become an effective member of the team

## **Terms and conditions**

Full terms and conditions of employment will be provided in writing to the successful candidate. The information below is for guidance only and does not constitute the contract of employment.

<b>Duration</b>	This is a full-time post for a fixed term of 13 months and will be dependent on satisfactory completion of a one-month probationary period
<b>Salary</b>	The starting salary will be £19,273 per annum for 35 hours per week, from which £3,000 per annum will be deducted for accommodation and meal costs. The College pay spine is uplifted for cost of living on a regular basis, normally annually.
<b>Accommodation</b>	The post holder will be provided with single accommodation in College, under a tenancy agreement, for the duration of the contract.
<b>Hours of Work</b>	<p>Normal hours of work will be 9am-5pm Monday to Friday, with one hour break for lunch each day. From time-to-time the IT Support Assistant will be asked to work flexible hours, in particular to provide AV support to College events and conferences. Any hours owed in this respect can be arranged to be taken at another time with the agreement of the IT Systems Manager.</p> <p>The IT Support Assistant will also be expected to participate in the emergency on-call-rota.</p>
<b>Holiday Entitlement</b>	The post holder will be entitled to 36 days holiday (inclusive of bank holidays) for the duration of the fixed term contract. Agreed College closure days and bank holidays (if not worked) will be deducted from the leave entitlement.
<b>Pension</b>	The post holder will be eligible for membership of a contributory Group Personal Pension scheme, from the commencement date of the appointment (subject to age requirements). The College also offers a Stakeholder Scheme.
<b>Life Assurance</b>	College Employees are covered by free life assurance for the duration of their employment (subject to age requirements).
<b>Sickness Benefit</b>	Maximum of pro rata 6 weeks' sick pay at full pay, calculated in any rolling 12 month period, subject to satisfactory notification procedures and certificates.
<b>Employee Assistance Service</b>	A confidential 24/7 telephone advisory and counselling service is available to all College employees and their family members who live in the same household.
<b>Smoking policy</b>	No smoking is allowed in any part of the College
<b>Parking policy</b>	There will be no on-site parking facilities available to this post holder

## Application Procedure

1. Download the Somerville College application form from the Vacancies section of the College website at [www.some.ox.ac.uk/jobs](http://www.some.ox.ac.uk/jobs)
2. Email your completed application form to the Human Resources Manager at: [human.resources@some.ox.ac.uk](mailto:human.resources@some.ox.ac.uk) stating vacancy reference 900218.
3. Ensure you complete the personal statement section of the application form demonstrating how your skills and experience meet the person specification. Your application will be judged solely on the basis of how well you demonstrate that that you meet the selection criteria outlined above.
4. A curriculum vitae should also be included, but please note that CVs submitted on their own will be not considered or accepted as complete applications.
5. Please complete and return an equal opportunities recruitment monitoring form which will assist us with monitoring equal opportunities in recruitment. This can be emailed to [human.resources@some.ox.ac.uk](mailto:human.resources@some.ox.ac.uk) or sent in hard copy to:  
  
Equal Opportunities Monitoring Assistant, Human Resources Department  
Somerville College, Woodstock Road, Oxford. OX2 6HD
6. Equal Opportunities information collected does not form part of the selection process and will not be circulated to the selection panel. Completion of the equal opportunities monitoring form is voluntary. Data collected is used solely to monitor the effectiveness of the College's Equality and Diversity Policy and helps the College to meet its duties under the Single Equality Act 2010
7. Communication regarding the status and outcome of your application will be made via e-mail.
8. **The closing date for completed applications is 12 noon on Monday, 7 March 2016**
9. Interviews will be held in Oxford **w/c 14<sup>th</sup> March 2016**  
  
*(Interview travel expenses and accommodation will be provided if necessary (2<sup>nd</sup> class rail fare or equivalent))*

## Equal Opportunities statement

The policy and practice of the University of Oxford and of Somerville College require that all staff are afforded equal opportunities within employment. Entry into employment and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Where suitably qualified individuals are available, selection committees will contain at least one member of each sex.

## Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998 and the College's Data Protection Policy.

## Pre-employment screening

If you are selected for the post, employment with the College will be conditional upon satisfying the following requirements.

### 1. Eligibility to work in the UK

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. **We therefore ask applicants to provide proof of their right to work in the UK before employment can commence.**

Please note that you will need to provide original documents and where any documents are not in English a certified translation will be required. **Do not include these documents with your application.** You will be sent a request for the relevant information at the appropriate point in the selection process.

### 2. References

You are asked to give us details of two people who have agreed to give a reference for you. If you have previously been employed your referees should be people who have direct experience of your work through working closely with you for a considerable period. If you have been employed, at least one of your referees should be your formal line manager from your most recent job. It is helpful if you can tell us how each referee knows you and your referees should not be related to you. Your referees will be asked to comment on your suitability for the post, to provide details of the dates of your employment, and of any disciplinary processes which are still 'live'.

**We will assume that we may approach your referees at any stage unless you tell us otherwise, so please state clearly if you wish to be contacted before a referee is approached.**

### 3. Medical fitness

Please note that any offer of employment will be conditional upon receipt of a completed pre-employment medical health assessment questionnaire and confirmation from the University of Oxford Occupational Health Service that the candidate is medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010).

The purpose of the pre-employment medical health questionnaire is to:

- (i) assess the candidate's medical capability to do the job for which they have applied:
- (ii) determine whether any reasonable adjustments or auxiliary aids may be required to accommodate any disability or impairment which they may have
- (iii) ensure that none of the requirements of the job for which they have applied would adversely affect any pre-existing health conditions the candidate may have.

The appointment will not commence until medical fitness for work, and any reasonable adjustments that may be required, is confirmed by the University Occupational Health Service.