

IT Systems Administrator

- Full-time, permanent position
- Immediate start
- Based in ORIMA's Canberra office
- Salary: Negotiable depending on skills and experience

About us

ORIMA Research is Australia's leading provider of end-to-end market, social and organisational research and data analytics services to the public sector. We conduct strategically important research studies in support of public sector policies, programs and initiatives, including research and evaluations on some of the most high-profile issues of the last decade.

Our projects have covered a broad range of areas and topics including the environment, education, public health, taxation, welfare reform, sport, foreign affairs and defence/security.

We have offices in Canberra, Melbourne, Sydney and Brisbane, employing 62 permanent staff as well as a national Aboriginal & Torres Strait Islander field force of around 50 people and 7 part time employees.

ABOUT THE JOB

In this role you will work closely with other members of the IT Team and CTO. Supporting an advanced nationwide network, connecting offices in Melbourne, Canberra, Brisbane and Sydney and a geographically diverse field force team of 50 interviewers. The role will see you utilise your security focused mindset to support ORIMA Research's business objectives through convenient available systems. We are seeking a highly motivated and enthusiastic individual to take on this exciting opportunity. Experience and knowledge around Microsoft's Azure & 365 stack is desired to assist with ORIMA progressing to a Full Cloud Modern Workplace environment.

DUTIES / RESPONSIBILITIES

Helpdesk	<ul style="list-style-type: none"> • Helpdesk support, both in person and over the phone • Manage identity management solutions • Create documentation and knowledge base articles for common issues and procedures
Infrastructure Management	<ul style="list-style-type: none"> • Maintaining, configuring and troubleshooting network infrastructure • Administering Microsoft 365 test and production tenants including SharePoint, OneDrive, Intune and Exchange • Administering on premise infrastructure including virtual machines, virtual networks, Active Directory, DNS and internal applications • Install, configure and maintain ICT hardware (e.g. PC's, laptops, telephony, mobile devices, etc)

	<ul style="list-style-type: none"> • Routine tasks such as checking infrastructure and patching, testing and deploying applications
Network Design & Architecture	<ul style="list-style-type: none"> • Assist in the research and development of new technology solutions for the organisation
IT Security	<ul style="list-style-type: none"> • Work with information security tools to monitor and respond to information security incidents

SELECTION CRITERIA

Residency Status	Australian citizen or a permanent resident
Qualifications / experience	<ul style="list-style-type: none"> • Have at least 4 years of experience in a similar role Microsoft or Cisco certifications are highly desirable
Technical Skills	<ul style="list-style-type: none"> • Demonstrated experience with Windows server • Demonstrated experience with Microsoft 365 and Intune • Demonstrated networking skills The following attributes are highly desirable: <ul style="list-style-type: none"> • Experience with Sharepoint and Onedrive • Experience with IT security tools • Experience with Microsoft Azure or AWS • Experience deploying and updating software
Soft Skills	<ul style="list-style-type: none"> • Analytical and problem-solving skills • Strong communication skills • Experience working autonomously and as part of a small team • A security focused mindset • A positive mindset, resilience and 'can do' attitude • Be motivated by excellence • Reliability

HOW TO APPLY

Applications must include the following:

- CV
- Cover letter (of no more than 2 pages) setting out how your background, experience and qualifications align with the above requirements

Our recruitment selection process involves interviews, assessment tasks and a Police Check.

For further information please contact Brenda Lucardie via hr@orima.com or 03 9526 9000.