

JOB DESCRIPTION

Job title	Senior Network and Security Engineer		
Department	Information and Communication Technology (ICT)		
Reports to	Systems and Network Manager		
Band	F	Salary	£35,000 - £40,000 plus excellent benefits
Job purpose			
<p>The ICT Systems and Network Team are responsible for providing a highly-available, robust and secure IT Infrastructure for the organisation. This includes expertise, guidance and high-level support for the network and server infrastructure, telephony, network operating systems and applications and is delivered alongside the database, security and helpdesk staff.</p> <p>The purpose of this job is to manage the network infrastructure so that it is highly available, secure and fit-for-purpose for the organisation's requirements.</p>			
Role and responsibilities			
<ul style="list-style-type: none"> • Provide leadership and expertise for the network infrastructure • Supervise and lead Network Engineer • Support, administration and installations/upgrades of network hardware and software • Support, administration and installations of firewall hardware and software • Troubleshooting network and firewall problems • Contacting and dealing with external suppliers (e.g. logging support calls, working with network consultants). • Updating documentation • Undertake a role in network-related IT projects 			
Person specification			
<p>Key:</p> <ul style="list-style-type: none"> • Data network switches - hands-on skills • An industry-recognised network qualification e.g. Cisco Certified Network Associate (CCNA) • Hands-on experience of Virtual Private Networks (VPN) • Experience of wireless Local Area Networks (LAN) • Nokia/Checkpoint firewall hands-on skills and knowledge • Interpersonal skills/customer focused • Willingness to learn new skills, as appropriate <p>Desirable:</p> <ul style="list-style-type: none"> • Hands-on skills or experience: <ul style="list-style-type: none"> ○ Nortel ○ Juniper VPN devices 			

- Voice over Internet Protocol (IP)
- Microsoft Internet Security Acceleration server
- IT Infrastructure Library (ITIL) Change Management
- Telephony Private Automatic Branch Exchange (PABX, voicemail, call logging)
- Formal network/security accreditations or qualifications:
 - Nortel
 - Cisco- Cisco Certified Network Professional (CCNP)
 - Nokia firewalls
 - Checkpoint – Checkpoint Certified Security Administrator (CCSA)
 - Microsoft accreditation – Microsoft Certified Professional (MCP) Microsoft Certified Systems Engineer (MCSE)
 - IT Infrastructure Library (ITIL)

Health and Safety Risk Assessment

- Normal office environment
- Working in confined spaces (under desks)
- Lifting and carrying of sometimes heavy equipment

Location	Kew, West London
Working arrangement	Full-time/Permanent
Starting salary	£35,000 - £40,000 plus generous benefits package, including pension, childcare vouchers, sports and social club facilities, onsite gym, subsidised staff restaurant and opportunities for training and development.
How to apply	<p>Please complete an applicant details form and email it along with a comprehensive CV and a Supporting Statement that fully addresses the job requirements in the person specification, to careers@nationalarchives.gov.uk</p> <p>Please quote reference number 1384 in the subject line.</p>
Supporting statement	<p>Please explain how you meet each point in the person specification. You may draw on knowledge, skills, abilities, experience gained from paid work, domestic responsibilities, education, leisure interests and voluntary activities. Please note selection for interview will largely be based on the information you provide in this section.</p> <p>Please write on separate sheets, but remember to put your name and post applied for on each sheet.</p>
For further information	Please contact the Recruitment Team on 020 8392 5203
Nationality rules	Applicants must be British or Commonwealth Citizens with the right to live and work in the UK, or nationals of states of the European Union.

Closing date	12 th November 2009 at midday
Interviews	27 th November 2009