



THE BRITISH JUDO ASSOCIATION

JOB DESCRIPTION – IT Support Officer

AREA: British Judo Association, Loughborough

Post: BJA/ITOff

Designation: IT Support Officer

Responsible to: Member Services Director

Responsible for: N/A

Main Purpose of Job

- To provide technical support to users of the Association's PC and Network systems and to assist the IT team with the implementation and installation of new systems. The candidate would also be expected to possess some web development skills and be able to assist the web team with the support, maintenance and development of the website.

Specific Responsibilities and Personal Duties

- To provide support to all users of the Associations PCs including implementation, maintenance and repair of systems used.
- Assist the Member Services Director to configure, optimise, monitor and maintain the Association's Networks to provide an effective, reliable and secure communications infrastructure to underpin all corporate computer systems. This includes backing up systems, disaster recovery planning and maintaining the confidentiality and security of both the systems and the data.
- To assist end users in making the best use of their skills, and to provide ad hoc troubleshooting and training.
- To configure and install new IT equipment.
- To advise and inform management and departments on technical issues arising as part of fault resolution or the installation of new systems.
- To provide support to the Member Services Director and participate in network/infrastructure projects including firewalls and remote access equipment.
- To provide IT support at BJA National Events.
- To assist the web team in the maintenance and development of the Association's website and provide support to content contributors.
- Evaluate, configure and implement new hardware in conjunction with external suppliers and other departments.
- To provide basic training and guidance on the use of computer systems within the Association's users.

Specific Responsibilities and Personal Duties contd...

- Receive and resolve queries and problems from any source relating to Network and PC systems used by the Association in a timely and effective manner. To diagnose faults quickly and rectify them in a timely manner, liaising with external suppliers, engineers and maintenance companies as necessary.
- Participate in infrastructure projects ensuring pro-active work is effectively balanced with the reactive support work as necessary.
- Evaluate, configure and implement new hardware in conjunction with external suppliers and other departments.
- Maintain an inventory of hardware assets and software licences to ensure that the Authority complies with its legal obligations and audit requirements.
- To ensure that data backups are executed as required, in liaison with the Member Services Director, and that all media is stored securely.
- Keep up to date with developments within the IT industry and evaluate the relevance of new and emerging technologies to the Association.

General (Special Conditions)

- Must maximise the resources of the BJA at all times.
- Must carry out and operate within the BJA's Safeguarding & Equal Opportunities Policies and strive to achieve any required safeguarding & equality targets.
- Must promote a positive image of the BJA in all dealings with internal and external contacts.

Proposed Start Date

June 2009

Proposed Contract Term

Full-Time Employment Contract

Salary & Benefits

Competitive salary and benefits package will be offered to the right candidate. Total package will be in the region of £17-19k plus benefits, based on experience and skills.

The benefits package includes contributory pension scheme, 20 days annual leave, Private Health Care Scheme, training opportunities and time of in lieu where appropriate.

If you wish to apply for this position please send a cover letter, examples of any IT/web projects you may have been involved with and CV to:

Julie Moores - Member Services Director
British Judo Association, Suite B
Epinal Way, Loughborough LE11 3GE
juliemoores@britishjudo.org.uk

Closing date for applications is 27 April 2009

Interviews will be held 5-8 May 2009

The British Judo Association is an equal opportunity employer



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PERSON SPECIFICATION – IT SUPPORT OFFICER

The person specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will be used in the short listing and interview process.

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JOB REQUIREMENTS CRITERIA

QUALIFICATIONS/ TRAINING/EDUCATION

- GCSE (or equivalent) qualifications in Maths and English
- HND (or equivalent) in a computer related subject desirable.

EXPERIENCE / KNOWLEDGE

- Web design using CSS / XHTML / JavaScript
- Server side scripting php / asp
- SQL

Personal Qualities

- Excellent written and verbal communication skills.
- Must be self-motivated, able to work under own initiative to tight deadlines.
- Practical problem solving approach and interpersonal skills.