

Systems Administrator

Function:	Allied staff member
Reports to:	Head of School – Computing, or their nominee
Location:	Taradale Campus, with occasional travel to Tairāwhiti Campus
Arrangement:	Permanent, 0.55FTE or 20 hours per week
Date:	September 2026

Kaupapa | Purpose

To support, manage and develop key Information Technology Systems to meet the needs of the School of Computing staff and students.

Ngā Hononga Mahi | Working Relationships

Internal:	School of Computing Lecturers, School Management, Administration staff, EIT's Digital Team, Students,
External:	Not applicable

Mana Whakahaere | Resource Delegations

Financial:	N/A
People:	N/A

Ngā Mahi | Accountabilities

- System Support & Maintenance:
 - To provide system support and information relating to the School of Computing Labs and related Information System (IS) services as required.
 - To develop and manage appropriate business continuity plans relating to key information systems.
 - Provide incident and problem management as requested from School of Computing lecturers and students.
 - To ensure that School's IS services and labs are properly maintained and that no disruptions to these systems occur due to poor management or implementation.
 - To implement and manage appropriate performance and availability monitoring for key information systems
 - Maintain computer systems.
 - Ensure change control is followed.
- System Development:
 - Complete system design process by engaging proactively with the School of Computing lecturers to ensure that technical solutions meet the school's needs.
 - Complete analysis of proposals and complete technical and business documentation supporting new system implementations.
 - Complete implementation of new systems.
 - Continuously evaluate opportunities to improve systems
- Team Building:
 - Attend project meetings as required.
 - Actively participate in School of Computing meetings.

- Foster information sharing between the School of Computing lecturers and students who are using the IS services and laboratories, and EIT's Digital Team.
- General:
 - Perform necessary computer related documentation duties.
 - Ensure that all activities reflect the philosophy and procedures of the Institute's QMS.
 - Contribute to the School of Computing as a team member and attend the School of Computing and other Institute meetings as required.
 - Work through appraisal process and negotiate professional development plan with the School of Computing management.
 - Develop positive and constructive working relationships with colleagues across all campuses
 - Attend relevant courses to update job skills where required.
 - Implement Institute policies and procedures as appropriate.
 - Undertake other duties that may from time to time be reasonably required by the School of Computing management.
 - Promote a safe IT work environment through compliance with the Institute's Health and Safety policy and procedures.

General Responsibilities:

- Comply with EIT policies and procedures.
- Contribute to a healthy workplace by implementing safe work practices and strategies to effectively manage personal wellbeing.
- Undertake additional responsibilities and tasks relevant to this position as requested by the manager.

Demonstrate commitment to:

Te Tiriti o Waitangi: Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

Ākonga at the Centre: Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

Equity: Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

Vocational Education and Training Excellence: Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga | Skills, Experience, Knowledge and Qualifications

- Relevant tertiary qualification and or industry qualifications are preferred.
- Systems administration skills
- Windows operating systems (including Active Directory and Hyper-V)
- Microsoft server systems, SQL, SharePoint
- TCP/IP networks (including Sophos firewalls and managed switches)
- Linux operating systems
- Server hardware experience.
- Good Project Management skills.

- Database Design, Analysis and Management Skills – MySQL, MSSQL Server, including practical SQL experience.
- Methodical and analytical problem-solving skills.
- WordPress website management and web hosting (backups, updates)
- Foundational cloud computing knowledge (Oracle/AWS concepts)
- Strong report writing skills.
- The ability to prioritise and manage multiple tasks efficiently.
- Excellent communication skills and well developed inter-personal skills.
- Ability to describe complex technical tasks in simple language.
- An ability to work under pressure and meet deadlines.
- Ability to quickly adapt and learn new skills/technologies.
- Friendly and approachable in a flexible and responsive manner.
- Good negotiation and interpersonal qualities but with technical and analytical orientation.
- Committed to furthering knowledge and keeping up to date with new technology and methods.
- Able to communicate well, present reports professionally and share knowledge with team members.
- Able to liaise with all levels of staff to build a strong relationship with system users.
- Respect for confidentiality of all information acquired.

Ko EIT Tātau | Values

Herea te momoho | Inspire success:

- Support continuous learning and improvement through collaboration.
- Encourage innovation and challenge existing ways of working to achieve better outcomes.
- Recognise and celebrate the achievements of ākonga, kaimahi, and whānau.

Herea te tangata | Nurture whanaungatanga:

- Build and maintain genuine relationships through manaakitanga, care, respect, and generosity.
- Honour wairuatanga by recognising and respecting diverse identities, perspectives, and needs.
- Work collaboratively in service of ākonga and communities, demonstrating kotahitanga to achieve shared goals and outcomes.

Herea te mana | Act with integrity:

- Act with honesty and integrity, doing what is tika and pono, even when it is not easy.
- Uphold the mana of others through respectful, trustworthy, and principled interactions.

Herea te pono | Be committed:

- Make sustained contributions toward shared goals and outcomes, aligned to a collective kaupapa.
- Take accountability for actions, impact, successes, and challenges.

- Maintain personal wellbeing and support the oranga of others to remain resilient in times of change.