

## JOB DESCRIPTION

<b>Job title:</b>	Infrastructure Engineer.
<b>Department:</b>	IT Infrastructure.
<b>Location:</b>	Beaconsfield.
<b>Working hours:</b>	9.30am to 6pm Monday to Friday.
<b>Reporting to:</b>	Head of IT
<b>Direct reports:</b>	N/A.
<b>Main purpose(s) of job:</b>	<p>The Infrastructure Engineer is responsible and accountable for the smooth running of Sargent-Disc's computer systems within the limits of requirements, specifications, costs and timelines.</p> <p>This is a hands-on role with responsibility for the implementation and maintenance of the company's computing needs with a passion for Windows server, Microsoft 365 and networking with a desire to gain additional skills in other areas such as SAN technology &amp; Linux. You will have the opportunity to drive innovation and performance improvements across our infrastructure.</p> <p>The role requires proven skills, professional experience and a detailed knowledge of industry's best practice processes.</p>
<b>Main tasks and duties:</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>○ Manage internal and external information technology and computer systems including:</li> <li>○ Managing Windows servers, Active Directory, Group Policy, Office365 and Remote Desktop Services (W2019).</li> <li>○ Microsoft qualifications (equivalent to M365/MCSA or higher)</li> <li>○ Experience of network configuration and management in a current role.</li> <li>○ Strong Microsoft 365 experience with experience of setting up a new tenant</li> <li>○ Strong experience across Microsoft Security stack, including:             <ul style="list-style-type: none"> <li>○ Microsoft Entra ID/Intune (endpoint security, device compliance, policy management)</li> <li>○ Windows OS Security/Endpoint Hardening</li> <li>○ Microsoft 365 Security (Defender, identity, access controls)</li> <li>○ Experience with Endpoint Security tools (eg Sophos or Microsoft Defender)</li> </ul> </li> <li>○ Experience of firewall configuration and management.</li> <li>○ M365 management of SharePoint &amp; OneDrive</li> <li>○ Experience of switch management (stacked/edge switches)</li> <li>○ Proven ability to create and maintain PowerShell scripts</li> <li>○ Monitor, troubleshoot, and optimise network performance, ensuring high availability and minimal downtime.</li> <li>○ Clustered virtualised environment (based on Xenserver or Xcp-ng).</li> <li>○ System monitoring.</li> </ul>

	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>○ Current CCNA (or higher) certified or equivalent (experience of Netgate firewalls).</li> <li>○ RHEL / CentOS Linux Servers (SAMBA / Apache / Wildfly).</li> <li>○ Good understanding of SharePoint architecture, configuration, and customer processes Knowledge of SharePoint</li> <li>○ M365 security models, permissions, and user authentication methods</li> <li>○ Experience of Cloud based environments (AWS)</li> <li>○ Container based infrastructure (Docker / Kubernetes).</li> <li>○ IP Based PBX and phone system.</li> <li>○ Splunk Logserver.</li> <li>○ iSCSI SAN Technologies.</li> <li>○ MySQL, MSSQL and Postgres databases.</li> <li>○ Dell server hardware</li> </ul> <ul style="list-style-type: none"> <li>● Maintain the company's DR infrastructure including performing scheduled testing.</li> <li>● Monitoring of key systems to ensure availability and capacity requirements are met so that the business can perform in an efficient manner, including on-premise Dell server and storage hardware.</li> <li>● Implement and manage network security policies, including VPNs, Firewalls, and intrusion prevention systems.</li> <li>● Manage and maintain network documentation, configurations, and processes in line with regulatory and compliance standards.</li> <li>● Manage and maintain Windows server estate, as well as core Microsoft services (AD, GPO, DNS, NPS/Radius). Experience on Remote Desktop Services (RDS).</li> <li>● Responsible for the companies Laptops and Mobiles phones equipment.</li> <li>● Perform regular system updates, patching, and vulnerability assessments to maintain a secure network environment.</li> <li>● Work closely with the cybersecurity team to ensure network resilience against evolving threats.</li> <li>● Work closely with the Head of IT, C.I.S.O. and Directors to develop, implement and coordinate systems and procedures.</li> <li>● Ensure systems and procedures conform to the company security policies including security of data, network access and backup systems.</li> <li>● Partner with Information Security to implement agreed controls and support audit evidence requirements.</li> <li>● A solid understanding of networking principles (TCP/IP, VLANs) and exposure to routing protocols</li> <li>● Audit systems to identify problematic areas and implement strategic solutions in time.</li> <li>● Ensure systems are available to meet company Service Level Agreements.</li> <li>● Produce clear operational documentation, runbooks, and administration guidance to reduce key-person dependency.</li> <li>● Be available to troubleshoot / rectify any issues that affect the ability of the company to adhere to their SLA's out of std working hours where necessary.</li> </ul> <p>This list is not exhaustive, and other duties may be required commensurate with this position as roles evolve.</p>
<p><b>Person Specification:</b></p>	<ul style="list-style-type: none"> <li>● Experience of Windows Server &amp; AD, networking, especially Microsoft 365 Administration</li> <li>● Proven working experience or relevant experience</li> <li>● Excellent knowledge of technical management, information analysis and of computer hardware/software systems.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Experience with the systems detailed above.</li><li>• Relevant professional qualifications</li><li>• Team focused; motivated; innovative; diligent.</li><li>• Enjoys working in a fast-paced and time pressured environment.</li><li>• Exceptional organisational skills.</li><li>• Pays strong attention to detail.</li><li>• Excellent time management and communication skills.</li></ul> |
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