

# Systems Administrator

## Job description and person specification

**Job title:** Systems Administrator  
**Hours:** Part-time (24 hours per week - negotiable)  
**Salary:** £21,000 - 24,000 depending on skills and experience  
**Contract type:** Fixed term for 12 months, with potential to extend  
**Reports to:** Technical Lead  
**Location:** Leeds / remote (with occasional travel nationally and within Europe)  
Last updated: 10/05/2021

We are looking for an experienced, motivated and versatile Systems Administrator to join our team. This is a diverse role with the chance for the right candidate to develop new skills, contribute to open source software projects and work with some of the leading minds in digital preservation.

The Open Preservation Foundation (OPF) is a global not-for-profit membership organisation working to advance shared standards and solutions for the long-term preservation of digital content. Our vision is open sustainable digital preservation.

The System Administrators' role is to:

- manage OPF's online servers and services, e.g. OPF website and the OPF's Jenkins server;
- oversee the testing, packaging and release of the [OPF reference toolset](#) including veraPDF, JHOVE and FIDO;
- help to streamline and develop OPF's automated infrastructure administration and continuous delivery processes; and
- produce and maintain accurate and concise documentation for systems and processes.

## Responsibilities

Working closely with the Technical Lead and Project Manager, you will be part of the team responsible for the day to day technical activities of the organisation.

You will be happy working as part of a team while working with a high degree of autonomy to manage your own workload. You will need the experience to carry out systems administration activities, ensuring they are delivered on time and to a high quality.

## Systems Administration

- Maintaining Linux operating systems and software across OPF servers, ensuring patches are applied, etc.
- Dealing with network security issues for OPF servers.
- Deploying servers and application stacks as required for new OPF services and projects.

- Maintaining Ansible automation to perform routine system administration tasks.
- Moving the OPF infrastructure to a managed Kubernetes cluster as Docker containers.
- Producing documentation for OPF infrastructure and automated processes.

## Release Management

- Helping to further automate the testing and quality assurance of OPF software releases.
- Improving the packaging and delivery of OPF software.
- Working to automate aspects of the software releases, updating documentation and assembling release notes.

## Skills & Experience

### Required

- A computer science degree or can demonstrate equivalent professional knowledge and skills sets.
- A minimum of two years' systems administration experience in a Unix / Linux environment
- Strong shell scripting and command line / SSH skills
- An understanding and experience of network administration, DNS, firewall maintenance and security
- An understanding of continuous integration/delivery principles.
- A fluent command of English and good written communication skills, including report writing and technical documentation.
- Strong analytical skills.
- A proactive and methodical approach to problem solving
- Self-driven, with a commitment to personal development and an eagerness to learn new skills and technologies

### Desirable

- Knowledge of open source licenses and principles.
- An understanding or willingness to learn about digital preservation issues and current practices
- Experience in a quality-driven agile development environment as a sysadmin or software developer or tester.
- An understanding and experience of testing and software quality assurance.
- GitHub skills including issue management, continuous integration with Travis-CI or GitHub pages.
- Experience with any of Jenkins CI server, Ansible, Wordpress, Markdown, NGINX, MySQL, Linode, Kubernetes, AWS, Google Analytics, Mailman.

## Diversity and inclusion

OPF is committed to fostering an inclusive working culture. We welcome applications from all individuals with suitable skills and experience for this role, regardless of age, disability, gender, race or ethnicity, religion or belief, sexual orientation, or other personal circumstances. We are particularly interested to hear from Black, Asian, and Minority Ethnic people, women, disabled people and those who identify as LGBT+. Please contact us if you would like to discuss flexible working arrangements or access requirements.

## Benefits

- Flexible working hours
- Remote working balanced with days at our head office in Leeds city centre
- 25 days holiday, plus bank holidays (pro-rata)
- Auto-enrollment into a salary pension scheme following a probation period

## About you

You will be joining a small, highly collaborative team. We're looking for someone who is organised and adaptable, with a willingness to build relationships with our members and contribute to our community.

You will be a proactive and enthusiastic team-player with a positive approach to meeting the challenges of this role.

## About the OPF

The OPF has over 30 members in 17 countries, primarily from the Galleries, Libraries, Archives and Museums (GLAM) sector.

We maintain a number of open source digital preservation products which form the OPF [reference toolset](#). Our toolset addresses common issues faced by many organisations and we provide a mechanism to focus effort and resources into effective solutions. Our toolset is constantly evolving in response to the needs of our members.

Founded as a collaborative initiative, working with others continues to be an essential part of our approach to developing practical solutions and best practice. We choose to work on projects that align with our member priorities and our open source philosophy, delivering benefits to the whole community. <https://openpreservation.org/>