

Systems Administrator

Job description

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: Remote (with potential occasional travel in Europe)
Last updated: 21/07/2021

The System Administrator's 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, 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.