



## Job description

<b>Title</b>	Systems Engineer
<b>Number</b>	9IT37A, B, C, D
<b>Group</b>	Corporate Services
<b>Division</b>	Digital Services
<b>Reports to</b>	Platform Manager (Foundations)
<b>Direct reports</b>	N/A
<b>Date</b>	24/11/2023

### Job holder commitment

The job holder accepts as a fundamental requirement of their employment that they must demonstrate a personal commitment to:-

- modelling organisational values at all times
- a safe and healthy work environment
- assisting Council to fulfil its Civil Defence responsibilities

At TCC we uphold the principles of Te Tiriti o Waitangi by engaging in an effective and meaningful partnership with tangata whenua. We are committed to developing our knowledge and understanding of te reo Māori, tikanga Māori, Matauranga Māori and our partnership with tangata whenua.

### Job purpose

The primary purpose of this role is to contribute to the planning, configuration, installation, systems management, and coordination of enterprise Infrastructure and systems as well as providing technical support.

### Key outcomes

<b>System infrastructure is managed proactively.</b>	<ul style="list-style-type: none"><li>• Adhere to event management practices and procedures</li><li>• Contribute to the development and maintenance of procedures for infrastructure systems and administration in collaboration with Senior Engineers and Technical Specialists</li><li>• Support the management, maintenance and optimisation of on-prem and cloud-based infrastructure including backup, storage, compute, servers, SQL, Mail systems and Datacentres.</li><li>• Provide intermediate level technical support for infrastructure systems including configuration, performance, and security.</li></ul>
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	<ul style="list-style-type: none"> <li>• Contribute to the production and maintenance of team and departmental technical and procedural documentation.</li> <li>• Manage and maintain physical data centres</li> <li>• No major incidents as a result of lack of adherence to processes and procedures</li> </ul>
<b>Shared accountability and collaboration to achieve organisational outcomes</b>	<ul style="list-style-type: none"> <li>• Actively support Agile, DevOps and collaborative working methods.</li> <li>• Internal and external professional relationships are developed.</li> <li>• Support external vendors with work undertaken for TCC.</li> <li>• Openly collaborate with other teams across Digital Services, seek and provide both guidance and support.</li> </ul>

The job description is not an exhaustive list of requirements, the job holder will be required to perform tasks assigned to them that are not explicitly described in this document.

## Person specifications

<b>Essential</b>
<ul style="list-style-type: none"> <li>• Tertiary qualification to degree level in Information Technology or an equivalent level of learning gained through experience.</li> <li>• Microsoft Certified Systems Engineer (MCSE) Industry Qualification.</li> <li>• 2+ years of experience in a relative role</li> <li>• To successfully deliver our Digital Service, there will be a requirement for you to adopt a flexible approach to your hours of work, to be able to respond to alerts and/or responses between the hours of 7.00am – 10.00pm, Monday to Sunday inclusive.</li> </ul>

# Here to make Tauranga better



WHANAKE TE TAI

## Our values

### **Pono / Integrity**

We do what we say we will do

### **Manaakitanga / Respect**

We listen to all views and show we care

### **Whāia te tika / Service**

We do the right thing for our community  
and each other

### **Whanaungatanga / Collaboration**

We work together and create connections