

Job Description		
Job Title: Cabling & Datacentre Operative	Accountable to: Cabling & Infrastructure Manager	
Salary:	Grade:	
Service: University IT Services	Location: Elephant & Castle, travel to other sites	
Contract Length: Permanent	Hours per week/FTE: 35 / 1	Weeks per year: 52
Purpose of Role: <ul style="list-style-type: none"> • Act as a point of contact for all University datacentre and IT communication rooms. • Undertake day-to-day management of all IT site activities within the University datacentres and communication rooms including the monitoring of environmental systems. • Manage security of datacentre and communication room security and ensure Health and Safety regulations are complied with. • Be a liaison between the Estates department and IT Services on a range of building projects, refurbishments and reconfiguring of office spaces managing infrastructure related contractors whilst onsite. 		
Duties and Responsibilities <ul style="list-style-type: none"> • Create and maintain a full audit of all cabling infrastructure and supporting containment systems across all University sites. • Monitor and support all power (Uninterrupted Power Supplies), air conditioning, fire protection and environmental monitoring and control systems within datacentres and communication room. • Undertake inspection and quality control checks of voice and data cabling as well as server cabling installations, as directed by the Cabling & Infrastructure Manager, in line with University datacentre and communication wiring centre policies and procedures. • Give advice on switch capacity issues and rack space requirements ensuring both are used efficiently, labelled according to University labelling standards and, through liaison with the Cabling & Infrastructure Manager and the Head of Technical Services, recommend any potential procurement requirements to allow for future growth. • Advise on WiFi coverage and optimal positioning of access points to provide an appropriate balance between coverage and capacity of concurrent connections. • Advise on any specific requirements regarding switch ports for BMS (Building Management Systems), CCTV, door access control etc. • Act as a key IT liaison within project teams for all new builds, summer works and general office reconfiguration that result in cabling or capacity changes, giving advice on technology standards and requirements in response to occupiers' needs. • Work with Estates projects team to review plans and room layouts and advise on network requirements • Participate in University infrastructure projects, specifically in tendering, ongoing management and quality assurance of contractors. • Ensure infrastructure contractors, whilst working onsite, are carrying out the tasks for which they was appointed in line with University Health & Safety regulations, the agreed method statements and that appropriate risk assessments have been completed. • Undertake site logistics with the Estates department for infrastructure contractors, including obtaining a proposed IT permit to work, personnel access to site, delivery of goods to site, communicating as relevant the schedule of works, supervise contractors during installations, moves, decommissions etc. which often occur outside of normal office hours. • Work with the Cabling & Infrastructure Manager, Network team and IT Security team, alongside Estates, to ensure server rooms are secure and access is appropriately controlled. • Communicate with all concerned parties, both verbally and in writing, any information that pertains to them for ongoing or planned works, in a timely manner. • Ensure compliance with GDPR (data protection) legislation, HSE (health and safety) regulations, and other relevant University policies and procedures in all areas of work. 		

In addition the post holder will be expected to:

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Equal Opportunities and Diversity Policy and the Staff Charter, promoting equality and diversity in your work.
- To undertake continuous personal and professional development, deemed appropriate by your line manager, through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.

Key Working Relationships

- Cabling & Infrastructure Manager
- Head of Technical Services
- Network and Telephony team
- Systems teams
- Business Services team
- IT Senior Management Team
- University Estates department and local Facilities Management teams
- Other IT Services staff
- Third party contractors

Specific Management Responsibilities

Budgets: None

Staff: None

Other (eg. accommodation; equipment): IT assets to be specified

Person Specification	
Specialist Knowledge/ Qualifications	<p>Demonstrable record of extensive knowledge and experience in the essential areas listed below:</p> <ul style="list-style-type: none"> • Maintenance and analysis of datacentre and communication room facilities including environmental control hardware/software, datacentre operations, monitoring tools and effective troubleshooting techniques. • Communications infrastructure requirements including voice (telecommunications) circuits, network data cabling (i.e. CAT5e/CAT6 & Fibre Optic cabling etc.) and leased line installations. • Relevant knowledge of current best practise standard for datacentre management and cabling installation. • You will have a good standard of demonstrable technical knowledge and recent extensive experience as specified on the job description. • It is also essential that you be prepared to work flexibly and be prepared to work outside of normal office hours for this role.
Relevant Experience	<p>Current relevant experience in:</p> <ul style="list-style-type: none"> • Defining cable runs and terminating cabling infrastructure. • Experience working with third party contractors • Demonstrable example of new build and complex reconfiguration projects for both datacentres and infrastructure cabling • Training and experience in safe working, lone working, working at heights, manual handling. • Hands-on experience and maintenance of monitoring and management tools relevant to this role.
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Student Experience or Customer Service	Builds and maintains positive relationships with customers, colleagues and third party contractors.
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems