



JOB DESCRIPTION & PERSONNEL SPECIFICATION

Job Title:	IT Assistant
Organisation:	Loughs Agency of Foyle, Carlingford and Irish Lights Commission
Directorate:	Corporate Services
Location:	Loughs Agency Headquarters, Prehen
Salary:	£6,000 Bursary (an additional £1,000 may be provided by Queens University for Queens students only)
Responsible To:	IT Manager
Hours:	40 hour week – including 1 hour lunch breaks (flexible working arrangements will be considered)
Contract:	10 months (flexibility will be considered on contract start date and duration)

Summary of the Role

The Information Technology Assistant will assist the I.T. Officer on a daily basis. He/she will actively work on the Agency's I.T. infrastructure providing hands on assistance in the installation, set-up and maintenance of all global network/end-user/remote platforms, Global Information Systems, navigational equipment, surveillance technology, and all other technology driven projects currently running throughout the Agency's directorate catchment areas.

The I.T. Assistant will assist in all relevant aspects of the network management that includes the deployment, integration and co-ordination of the hardware, software and human elements to monitor, test, poll, configure, analyze, evaluate and control the network and human element resources to meet the real-time operational performance and quality of service.

As well as in-house operations across multi-discipline departments, regional offices and job areas the IT Assistant will assist the IT Officer/Field based on operations in the field pertaining to migratory species detection, water quality, bespoke and off the shelf tech deployments to include surveillance and evidence gathering. He/she will also assist on the protection and monitoring vessels when required to replace, upgrade and repair navigational, monitoring and sampling technologies.

Duties and Responsibilities

1. Assist in key support functions to include the following :-
 - I.T. Infrastructure, Upgrade/Repair
 - Water monitoring technology deployment, repairs and configuration

- Security - Trace/Track
 - Virtualisation
 - Disaster recovery
 - Remote monitoring technologies across many bespoke areas/Departments
 - Policy management, development and training
 - Fish Counters Repair Set-up & Validation on RAW, Graphical and Video
 - On-site camera and base station technology
 - Surveillance Technologies & Operations covert and overt
 - Case preparation
 - Genetics Lab & Lab equipment
 - Geographical Information System
 - Tagging
 - Auto Telemetry Buoys
 - Roxann
 - Desk Top Publishing
 - Riverwatch aquarium technologies (Marine Life Support Systems)
 - Web/App/Database Development
 - Training all areas on current and newly deployed tech (Hardware/Software)
 - Lough Bradan (Patrol Vessel) & Ostrea (Monitoring Vessel)
 - Data Integrity and management
 - Underwater Surveys and associated technologies
 - Policy management across the entire digital/physical security ISO/27001/2
2. Hardware/Software support throughout the Agency's HQ and Regional Office's.
 3. Assist the I.T. Officers both in-house and in the field
 4. Liaise with management and staff daily to initiate repair schedules for both on-site & off-site facilities.
 5. May be required to carry out any other duties that may from time to time reasonably be required within the general level of responsibility for the post.

Essential Criteria

- Currently working towards a degree in Computer Science, Electronics, Computer systems, Environmental Science or another related subject.

Desirable Criteria

- Demonstrable excellent hands on fault diagnostics/repair skills.
- 6 months relevant work experience.
- Have a keen interest in technology advancement from electronics to software development.
- A full current driving licence (with not more than 6 penalty points) held for a minimum of two years.