Role 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 Officers

Hours: 40 hours including 1 hour for lunch (Flexible working arrangements will be considered)

Contract: 10 months

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. He/She will 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 systems, 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.

Full training will be provided for specialist duties.
Duties and Responsibilities

1. Assist in key support functions to include the following: -
   • I.T. Infrastructure, Upgrade/Repair
   • Infrastructure Security Reporting
   • Virtualisation
   • Disaster recovery technologies
   • 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
   • Desk Top Publishing

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.
• A full current driving licence (with not more than 6 penalty points) held for a minimum of two years.
• Must have completed the second year of the degree with the intention to return to the final year following the bursary placement.
• Must be available for a minimum of 10 months on a full-time basis commencing June 2019.

Desirable Criteria

• Demonstrable excellent hands on fault diagnostics/repair skills.
• Have a keen interest in technology advancement from electronics to software development.