

## **BRITISH SCHOOL AT ATHENS: IT OFFICER; JOB DESCRIPTION**

**Title of Job:** IT Officer at the British School at Athens

**Nature of Job:** Administrative, technical and academic

**Section:** Director

**Accountability:** To the Director

**Terms of Service:** permanent appointment dependent upon satisfactory completion of a 12 month probationary period.

**Full time/part time:** Full time.

**Where based for salary purposes:** The IT Officer is required to be resident in Athens: salary currently UK-based.

### **Responsibilities:**

The IT Officer's duties include:

- Control of the IT budget
- The ongoing development of long-term IT strategies for the School
- The formulation of specific IT projects, and fundraising for those beyond the scope of the IT budget
- Technical and operational advice to other members of staff developing IT-dependent projects and systems
- Identification and prioritisation of IT needs in each financial year
- Specification, ordering and installation of equipment and software.
- Software support (within reason)
- Maintenance and repairs to systems at all levels
- Maintenance of network infrastructure and architecture
- Maintenance of network software systems
- Control over software licensing
- Data and network security
- Control over and maintenance of user accounts
- The development of custom software solutions, where possible and/or reasonable within time constraints
- Support of School IT facilities for seminars and conferences
- Maintenance of 24-hour email and internet access
- Design and maintenance of the BSA web site, consisting of:
  - In co-ordination with other members of staff, continuously monitoring the development of the site and pushing its integration into all School activities
  - Designing the site
  - Producing all HTML on the site

- Maintaining the quality and relevance of information, including updating the site as required, in consultation with the Director.

The requirements for the role of IT Officer, as currently constituted, are as follows:

- Knowledge of Windows 2003 and Vista networks, active directory, TCP/IP and Linux servers
- Knowledge of Microsoft operating systems and software
- Knowledge of HTML, PHP, MySQL and JavaScript
- In depth technical knowledge of PC hardware
- Experience with complex databases
- Experience with high-quality digital imaging.

After probation, the IT Officer will be expected to:-

- Have acquired an in-depth knowledge of the School, its role and aims, and a general understanding of its archaeological activities
- Participate fully in the development and maintenance of those BSA research projects which have an IT dimension, in particular the planning, implementation and maintenance of research outcomes which will take the form of Internet accessible databases;
- Maintain all aspects of the School's telecommunications infrastructure (including telephone networks, and other forms of telecommunication);
- Assist in the publication (especially electronic publication) of the results of the research of the School's academic officers;
- Be able to program in Visual Basic
- Undertake and in due course publish his/her own academic research (which may have an IT dimension), in discussion with the School's director, provided time devoted such research does not impair the performance of his/her other duties;

**Entitlements:** as outlined in contract.