



# Linacre College

## University of Oxford

### Recruitment Pack: IT Technician





# ABOUT LINACRE

Linacre is a graduate College of the University of Oxford. Welcoming students from a breadth of academic disciplines and diverse backgrounds, Linacre is known for its interdisciplinary focus.

Situated next to the University Parks and close to the University's main libraries and laboratories, the College fosters a supportive international community of over 700 students and 50 JRFs.

Modern and progressive in character, Linacre was one of the first mixed Colleges in Oxford and offers a single Common Room for all members.

*"I really enjoy working at Linacre. Not only have I felt welcomed and supported, but I have made lifelong friends."*





# Our Benefits

- 38 days of annual leave, which includes the 8 statutory public holidays, to support your wellbeing and the option to purchase up to 10 extra days and additional leave after long service.
- An excellent contributory pension scheme.
- A meal (usually lunch) is provided free of charge when you are on duty and when the College kitchen is operational.
- All staff are members of the Common Room and have access to a vibrant college community with clubs, sport and recreation facilities.
- Affordable and sustainable commuting options, including a cycle loan scheme, discounted bus travel, and season ticket loans.
- Enhanced family leave.
- Access to an Employee Assistance Program (EAP) through Health Assured.
- This role also offers the opportunity for hybrid working.



# Job Description

**Salary:** £31,459-£36,616 per year, pro-rata for part time appointments, including £1,500 a year Oxford University Weighting

**Nature of Contract:** Permanent, Full time

**Hours of work:** 37.5 hours a week. Typical working hours are 08:30 – 16:30 with a half hour unpaid lunch break. Flexibility of hours can be considered. There is no paid overtime with this role.

**Reporting to:** IT Manager

**Vacancy reference:** ITT2025

**Location:** Linacre College, St Cross Road, Oxford, OX1 3JA

## Overview of the Role

As a part of a small team, you will assist the IT Manager in providing long term management and development of the College network and systems. As well as providing a reliable and appropriate IT Support to all members of College as well as visitors and guests. Installing and managing desktop and laptop computers, servers, networks and other IT security systems.

## Key Responsibilities:

- Assist with the maintenance and support of Windows and Linux servers and College owned equipment.
- Management and deployment of staff and Library computers.
- Assist with network infrastructure support and deployment.
- Design and deploy policies to streamline PC deployment, improve security, and enhance end user experience.
- Provide user support to staff, students, academics and visitors.





- Manage and oversee managed anti-virus/security software.
- Troubleshooting and repairing faulty IT equipment.
- Deal with a wide variety of people in a customer facing environment.
- To perform administrative tasks on CCTV, Door Access Control and EPOS as required.
- To control and maintain mail lists and user accounts.
- To perform DSE assessments annually or as required.
- To deputise for the IT Manager during flexible working hours and as required.
- To supervise and mentor junior IT staff or student assistants.
- Provide support and guidance for other University units by arrangement.
- To manage the IT support inbox and delegate jobs where needed.

### **Accountability:**

- Be available in College during agreed working hours, and outside of these hours as agreed.
- Dress presentably.
- Be prepared to visit offsite locations as required.





# Person Specification



## Essential Selection Criteria:

- Previous experience in a similar IT Support role.
- Experience in desktop support of Microsoft Windows in a networked environment.
- Ability to apply and implement appropriate computer security practices, anti-virus and anti-malware software.
- Knowledge and understanding of TCP/IP based communication technologies.
- A good working knowledge of Mac OS, Android, iOS and Windows Operating Systems.
- Ability to communicate confidently and effectively to a wide variety of people.
- Excellent time-management and problem-solving skills.
- Knowledge of how Active Directory and Group policy are used to manage domain computers.
- A satisfactory Basic DBS Check.
- Experience in hardware and software troubleshooting.
- Familiarity with Microsoft Office and common software configuration and settings.



## Desirable Selection Criteria

- Scripting and/or programming abilities.
- Copper data cabling diagnostic and repair skills.
- TCP/IP networking concepts.
- A good working knowledge of Windows Domains.
- A good working knowledge of Linux.

## Training

You will be required to complete College induction training including health and safety, data security and equalities and diversity. You would also be supported in developing your skills and progressing your career within IT.

## Pre-employment screening

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Lone Working
- Regular manual handling

This job includes duties that will require additional security pre-employment checks:

- A satisfactory basic Disclosure and Barring Service check due to work involving handling highly valuable or sensitive items.





# Application Process

## How to apply and conditions of employment:

- Applications are made via the Competency Application Form on the College website vacancies page - [www.linacre.ox.ac.uk/vacancies](http://www.linacre.ox.ac.uk/vacancies) - where you be required to upload a CV and complete the Equality and Diversity Monitoring Form. If you require the application form in a different format for accessibility reasons, please contact the HR Officer at **hr@linacre.ox.ac.uk**
- In the selection criteria section you may copy and paste a covering letter or supporting statement. This section must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).
- Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.
- As part of your application, you will be asked to provide details of two referees and indicate whether we can contact them now.
- You will be asked to upload a CV. Please upload all documents as PDF files with your name and the document type in the filename.
- If you currently work for the College, please note that:

-As part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving.

-Although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full-time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.





**The Closing date for completed applications is  
Tuesday 6 May 2025 at 12:00pm (noon/midday)**

**Interviews will be held (provisional)**

**Week commencing 19 May 2025**

For any questions, please email  
[hr@linacre.ox.ac.uk](mailto:hr@linacre.ox.ac.uk)