

Job Description

Systems Engineer - Cloud

September 2020

Company context

INTO's Mission: *Through innovative partnerships with leading universities we expand opportunities for higher education, ensuring success and transforming the lives of our students and staff.*

Across the world, there is increasing demand for top quality higher education, with more and more students demanding access to provision beyond their home country. INTO partners with universities in three continents to address this global demand and help transform their international capacity and performance. Since 2006, we have successfully launched 21 partnerships with 19 universities in Europe, North America and Asia. We have enrolled over 50,000 students from 166 countries and now have about 1600 employees, based round the world.

Our Mission is underpinned by five core values: Purpose, Partnership, Performance, Passion and Pride. We seek employees who share these values in an organisation which has a diversity of talent specialisms and cultures.

Our website <http://www.intoglobal.com> has details of how we are organised and our outstanding achievements so far.

Reporting line

The role reports to the Systems Manager

Job purpose

Working as part of the Systems Team, and reporting to the Systems Manager. This role is required to take responsibility for the Cloud infrastructure within INTO. The 'Systems Engineer – Cloud' is required to be the focus of knowledge with regards Cloud technologies within the department with regards the latest solutions, applications and provide insight on the best solutions to meet the growing demands of the organisation.

Key accountabilities and duties

- Ensure cloud services and infrastructure are managed, monitored and secured in accordance with defined controls and standards. Including Microsoft Azure, Office 365, Box and other smaller Cloud based solutions.
- Continued systems development within the cloud Infrastructure.
- Providing solutions across all IT departments to support projects and future technologies.
- Identify and resolve problems with the cloud infrastructure.
- Design and provision of cloud solutions
- Staying up to date with cloud technologies to ensure that INTO is provided with the best service and apps solutions.
- Monitoring Cloud infrastructure components / alerts and taking preventative actions where issues are identified
- Review cloud infrastructure costs and implement improvements to optimize them.
- Investigation and reporting of security incidents within a timely manner.
- Overall responsibility of ensuring all INTO cloud systems are secure and up to date. Using the latest technologies.
- Provide monthly reports on cloud infrastructure and security.
- Your job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request;
- We reserve the right to introduce changes in line with technological developments which may impact upon your job duties or methods of working;
- This role may involve travel to other INTO sites.
- At certain times of year some evening and weekend work will be required as part of this role and a flexible approach to working hours will be expected.

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Location

The post is based in the Brighton Head office. Travel within UK and abroad may be necessary and flexibility is required to meet the demands of the post, including occasional weekend working. The post holder may be reasonably required to work from any INTO or Partner location at any time.

Safeguarding

As part of our Safeguarding procedures, applicants are asked to note that:

- references will be followed up;
- all gaps in CVs must be explained satisfactorily;

- proof of identity and (where applicable) qualifications will be required;
- reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;
- Appropriate suitability checks will be required prior to confirmation of appointment.

This role may meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. If so, all applicants who are offered employment will be subject to a Disclosure and Barring Serviced check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.