

The Company

Aurora Energy Research is a dynamic and fast-growing energy analytics company. We provide optimisation solutions and data-driven analytics on European and global energy markets that helps our clients navigate the global energy transformation.

Founded in 2013 by a group of University of Oxford academics, Aurora is now a thriving, rapidly-growing company of over 90 staff with offices in Oxford, Berlin and Sydney. Demand for our services – spanning subscription research and consultancy – is immense, in the UK, Europe and beyond. We currently serve over 200 of Europe's most influential energy sector participants, and we expect to grow beyond 150 staff over the next 18 months.

Systems Administrator, Oxford

We have an excellent opportunity for a Systems Administrator to maintain, upgrade and manage the software, hardware and networks of this highly successful energy analytics consultancy. Your main goal will be to ensure that our technology infrastructure runs smoothly and efficiently.

Resourcefulness is a necessary skill in this role. You should be able to diagnose and resolve problems quickly. You should also have the patience to communicate with a variety of interdisciplinary teams and users internally and externally.

You should be able to work independently and be flexible to changing deadlines. Reliability and adaptability are vital for this role together with excellent interpersonal, organisational and communication skills.

We are looking for someone who has a high attention to detail and can hit the ground running. This is a chance to gain experience within an organisation where individuals thrive on change and to work within an innovative and growing SME.

Key responsibilities:

- Perform server administration tasks, including user/group administration, security permissions, version control, researching event log warnings and errors, and resource monitoring, ensuring system architecture components work together seamlessly.
- Perform daily system monitoring and backup procedures to ensure data security, availability and integrity of required resources, and proper recording of application logs and reviews
- Manage, deploy and configure upgrades, software updates, security patches and other necessary items on an as-needed basis
- Lead on troubleshooting issues and outages with the IT team and stakeholders to assist in troubleshooting, identify root cause, and provide technical support when needed
- Work and maintain relationships with external suppliers and warranty providers

- Monitor performance and create/maintain systems according to internal policies
- Perform routine/scheduled audits of the systems, including all backups
- Ensure security through access controls, backups and firewalls
- Provide on-call and after-hours technical support
- Develop compliance activities as needed, including data log collection, statistical analysis and proper reporting standards
- Provide regular reporting capabilities to the IT manager and wider business to communicate projects status, activities, and achievements
- Collaborate with the IT manager and other personnel to improve existing processes, increase automation and meet wider project goals

Key Attributes:

- 2+ years' experience in systems administration
- Proven experience as a Systems Administrator, Network Administrator or similar role
- Experience with server operating systems; current equipment and technologies, enterprise backup and recovery procedures, system performance-monitoring tools, and cloud-based infrastructure (Azure, Intune, AWS)
- Experience with networks (LAN, WAN), DNS & DHCP, patch management, and VPN services
- Knowledge of system security (e.g. intrusion detection systems) and data backup/recovery
- Experience in project management, application management and integration, and version control
- Resourcefulness and problem-solving aptitude
- Excellent communication skills
- An ability to identify weaknesses in current processes and documentation and improve as required
- Microsoft or Cisco certifications would be an advantage

The successful candidate would start as soon as possible. We will review applications as they are received.

Salary will be commensurate with experience To apply, please click on the following [link](#).

Please state your earliest possible start date.