

# JOB DESCRIPTION

## IT MANAGER

**JOB TITLE: IT MANAGER**  
**CORE HOURS REQUIRED: 40 HOURS PER WEEK**  
**SALARY: £38K+ PA & BENEFITS**

### PRIMARY RESPONSIBILITIES

It is expected that you will take ownership of the following:

- Work with the Business Solutions Team to align IT projects with the wider company strategy
- Work with the Business Solutions Team and the company's Managed Service Provider to support the scope, design and implementation of IT-based projects and IT technical roadmap
- Work with the Managed Service Provider who will provide higher level support
- Ensure support requests are escalated correctly and resolved within agreed SLAs
- Highlight areas of weakness in IT, identifying potential projects or training for Neg Earth employees
- Develop and maintain monitoring tools for infrastructure performance, including networking, servers and security and provide regular reporting on results
- Manage the implementation, installation, configuration and upgrading of existing and new hardware and software
- Maintain audit of software and hardware assets in use throughout the company, including software licensing, hardware warranties, asset tagging, equipment allocation, web domains and hosting

### YOUR SKILLS, QUALIFICATIONS & EXPERIENCE

- Prior experience of administering and implementing SharePoint and Azure is essential, including a solid understanding of SharePoint best practices
- Experience of working in a variety of IT roles, balancing between core IT support and project-based tasks
- Good working knowledge of GDPR and its application to IT
- Experience with Veeam Backup, replication technology and WatchGuard Firewalls
- Ability to engage with stakeholders at all levels and communicate IT concepts to non-IT staff
- 7 day operation/service is key, the ability to work paid overtime on occasion, including weekends is essential

### TO APPLY

Fill out our application form on the website or send your CV & cover letter along with answers to questions below to [people@negearth.co.uk](mailto:people@negearth.co.uk).

- 1) Are you eligible to live and work in the UK?
- 2) Will you require sponsorship to continue to live and work in the UK in the future?
- 3) We are based in NW10 7LT. Please confirm that you are/will be within commutable distance to NW10 7LT.
- 4) There is a requirement for the ideal candidate to be flexible around working hours as this role will require weekend work on rota. Is this something you would be comfortable with?
- 5) What is your current notice period?