



Credit Micha Klootwijk-AdobeStock

ICT Assistant

“In the past century Fauna & Flora has consistently saved species from extinction and protected habitats from destruction. Their solutions have always been practical, efficient and sustainable in local circumstances.”

Sir David Attenborough,
Fauna & Flora Vice-president

Fauna & Flora

Fauna & Flora saves species from extinction and habitats from destruction, while improving the livelihoods of local people. Our guiding principles are to work with and alongside local partnerships, act as a catalyst for change, make conservation relevant, and base decisions on sound science. Founded in 1903, Fauna & Flora is the world's longest established international conservation body; our conservation work, and impact, spans the globe.

Operations Department

Overseen by the Chief Operating Officer, our Operations Department is responsible for the operational and administrative functions of Fauna & Flora, including Finance, HR, ICT, Facilities, Legal, Governance & Risk Management and Health, Safety & Security.

The ICT team is based in Cambridge and is comprised of an ICT Manager and another ICT Assistant, we support around 420 employees globally with additional support from an external ICT agency.

The Opportunity

We are seeking an ICT Assistant to help provide ICT support to our employees around the world, providing a first line support service, liaising with external providers and processing relevant administration.

You will have a keen interest in IT and technology, strong relevant IT skills and excellent problem-solving skills. You will have a real willingness and proven ability to learn new systems and acquire new knowledge and skills.

Your strong interpersonal skills and customer focus will enable you to build effective working relationships. You will work closely alongside the other ICT Assistant and be a good team player. You will enjoy working in a busy environment, with the ability to balance competing demands. A keen attention to detail and a diligent and rigorous approach to work are also essential.

In return, the role offers the opportunity to work within a ground-breaking and entrepreneurial organisation, at the forefront of global conservation, with opportunity to apply your skills and expertise where appropriate. In addition, Fauna & Flora offers a generous pension contribution, attractive annual leave allowance and life insurance.

Our offices are located in The David Attenborough Building in central Cambridge, just a few minutes' walk from glorious historic buildings and museums, the picturesque River Cam, the central market and shopping centre, and a host of cafés and restaurants.

Terms and Conditions

Start Date:	As soon as possible
Duration of Contract:	Permanent
Probation Period:	Six months
Salary:	£24,700 per annum
Location:	Fauna & Flora, Cambridge, UK Current policy offers partial remote working within the UK
Benefits:	25 working days' annual holiday entitlement plus Public/Bank Holidays and any normal working days that fall between 24 December to 1 January inclusive, during which time Fauna & Flora UK offices are closed For employees on UK-based contracts, Fauna & Flora currently provides a pension contribution of 8% of salary after 3 months' continuous employment. Group Life insurance, currently set at a benefit of 4 x basic salary
Hours of Work:	This is a full-time position working 37.5 hours per week, Monday-Friday inclusive

Job Description

Job Title: ICT Assistant

Reporting to: ICT Manager

Purpose:

To assist the ICT Manager and Senior ICT Manager in the provision of global ICT support across Fauna & Flora, providing a first line support service to employees, liaising with external providers, and processing ICT administration in line with internal procedures

Main Duties:

- Support relationship with outsourced IT support providers, to include:
 - Providing a point of contact with IT support providers
 - Assisting with the coordination of system maintenance visits from IT support providers
 - Supporting project activities undertaken by IT support provision
 - Liaising with University departments that supply Fauna & Flora's Network/Desk Phones/Hosting etc.
- Assist with IT support services, to include:
 - Setting up new users on Intune and assist with management of the Intune portal

- Providing IT support to UK and overseas employees, resolving issues where possible and referring issues to IT support providers where necessary
 - Updating Active Directory and user registrations, including data capture for IT cost redistribution
 - Setting up of new users on laptops and/or desktop computers
 - Setting up of new users on the network and resetting passwords for existing users
 - Supporting the use and effective deployment of Audio-Visual / Conferencing equipment and applications
 - Ensuring warranty status is up to date on Laptop/PC and renewing when required
- Assist with the registration, licencing, logging and disposal of equipment, to include:
 - Processing equipment registrations and licencing in accordance with legal requirements and Fauna & Flora protocols
 - Maintaining the register of assets (e.g. electronic, IT, communications equipment)
 - Maintaining the log of IT equipment and software in use
 - Maintaining a log of Mobile phones in use
 - Processing disposal of obsolete IT equipment in accordance with legal requirements and Fauna & Flora protocols

Office Services

- New Starters and Leavers
 - In liaison with the ICT Manager, ensure that new starters are processed in accordance with Fauna & Flora protocols
 - In liaison with the ICT Manager, ensure that leavers are processed in accordance with Fauna & Flora protocols

Meetings

- Provide logistical support for governance meetings hosted by Fauna & Flora

Other

- Assist the ICT Manager (site editor) with the IT support pages on Canopy ensuring the content is updated, and supporting staff in their use of Canopy, and taking a proactive role in the maintenance and development of Canopy
- Raise purchase orders and handle invoices for ICT Manager expenditure, process the ICT credit card statements, support with travel arrangements on behalf of the ICT Manager and reconcile their expense claims
- With the agreement of your Line Manager, perform any other tasks that may be requested of you from time to time, commensurate with your skills, experience and role

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Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent interpersonal and customer service skills • Strong problem-solving skills • Good time management and prioritisation skills, with ability to balance competing demands • Good verbal and written communication skills • Financial literacy • Proficient user of standard Microsoft Office software packages • Fluency in English 	
Knowledge and experience	<ul style="list-style-type: none"> • Understanding of main hardware and software components of PC • Experience maintaining and troubleshooting Windows desktop OS • Proven experience in customer service role • Experience of working to deadlines 	<ul style="list-style-type: none"> • Experience in a similar role • IT / Computing qualification • Experience with Microsoft operating systems (Windows 10/11) including installation and configuration • Experience with Windows server operating and configuration • Experiencing in configuring and supporting Microsoft AD domains user accounts and Group Policy • Experience with computer and peripheral hardware servicing and basic repairs • Understanding of Health & Safety legislation in the context of ICT • Understanding of Data Protection legislation in the context of ICT
Behavioural qualities	<ul style="list-style-type: none"> • Demonstrates Fauna & Flora's values • Genuine interest in IT and technology • Excellent customer service focus • Strong team player • Willingness and ability to learn new systems and acquire new knowledge/skills • Adaptable and flexible approach to work • Builds positive organisational relationships • Demonstrates rigor, diligence and meticulous attention to detail • Proactive approach to work 	<ul style="list-style-type: none"> • Interest in and empathy with Fauna & Flora's mission and vision

	<ul style="list-style-type: none"> • Comfortable working under own initiative and completing tasks with autonomy 	
Other	<ul style="list-style-type: none"> • Pre-existing right to work in the UK 	

Fauna & Flora Values

Values underpin who we are and how we act. Just as values shape who we are as individuals, they define us as an organisation, creating the culture of success for which Fauna & Flora is renowned. Our people exemplify our shared values, which are interconnected and interdependent:

- We act with integrity
- We are collaborative
- We are committed
- We are inclusive, supportive & respectful
- We get things done

How to Apply

Applications should consist of the following:

- Covering letter confirming your interest and explaining how your experience and skills refer to the role
- Full CV
- Contact details for two referees (who will not be contacted without your permission)

Applications should be submitted to nadine.fadal@fauna-flora.org

Please mark your application '**ICT Assistant**' and indicate where you saw this position advertised.

The closing date for applications is **Sunday, 21 April 2024**. Candidates selected for an interview will be contacted by email or telephone after the closing date.

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact short-listed candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.

Applicants with Disabilities

Fauna & Flora encourages applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application, please contact Jade Bedwell, People Adviser, on Tel: +44 (0)1223 749044 or Email: jade.bedwell@fauna-flora.org

Fauna & Flora values diversity and is committed to equality of opportunity