IT SUPPORT OFFICER

Full-time | Permanent
37.5 hours per week (Monday to Friday, 9-5pm)
Salary £30,502pa plus pension and benefits

Join our dynamic and friendly IT team at Trinity Hall on Central Site, Trinity Lane.

If you have great technical skills, and are reliable, efficient, and well-organised, we want to hear from you.

You will be passionate and committed to delivering a high level of service to our College Members as well as external clients.

You will be required to offer a degree of flexibility, as you will be required to work on one of our other city centre sites and some additional hours, including out of office hours may be required.

**Duties**

- Monitoring, maintaining, testing and troubleshooting key business systems, desktop software, desktop hardware and telephony
- Assisting with the implementation, integrity, security, and operation of the College desktop IT infrastructure
- Contributing to technical projects involving desktop systems, and key business systems
- Identifying opportunities for service and systems improvement, and planning workload
- Specifying, developing and maintaining accurate and up to date system documentation for the College’s IT systems and procedures

You should relate well to young people and previous experience of working in a college environment would be an advantage. Good previous work references are essential. Further details about this position can be found [here](#).

**How to apply**

Applications should be sent by email to jobs@trinhall.cam.ac.uk or posted to the HR Office, Trinity Hall, Trinity Lane, Cambridge CB2 1TJ, including the following:

- Please submit your **Curriculum Vitae** with your reasons for applying
- Closing date for applications is **12noon on Friday 7 July 2023**
- Interviews will be arranged the week commencing on **10 July 2023**

Interviews may proceed before closing date should applicant prove to fulfil job criteria.

Please note the College has a responsibility to ensure that all employees are eligible to

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Trinity Hall actively supports equality, diversity and inclusion and encourages applications from all sections of society

Enquiries to jobs@trinhall.cam.ac.uk or tel. 01223 764660
Employees’ benefits

- 25 days plus bank holidays annual entitlement
- Extra day’s holiday every two years, up to a maximum of 30 days holiday in total
- Defined contribution pension scheme (up to 8% employer’s contribution)
- Meal on duty if available (daily allowance)
- Uniform (if applicable)
- Training and development opportunities
- Medica$h health plan (after 3 months of employment)
- Annual bonus scheme (varies and subject to end of year financial results)
- Recruitment incentive (1.5% of the starting salary of your referral)
- Social activities (e.g., end of year celebrations, garden parties, away days, etc.)
- Long Service Awards (gifts from 10 to 40 years of service)

Equal opportunities
Trinity Hall actively supports Equality, Diversity and Inclusion in the workplace and encourages applications from all sections of society. Please help us with this by completing this voluntary monitoring form. You can return it with your application, or we can post you a form on request. Please return it to HR.

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