



Several vacancies may be available - multiple selections may be made

Job Title:	IT Specialist (S-2210-09)
Location:	RAF Alconbury
Vacancy Number:	334765
Close Date:	Open Until Filled
Hours and Schedule:	37.5 hours per week: Fixed (Mon-Fri 0800-1630)
Hourly Pay:	£18.09 - £25.10

Benefits:

- **Competitive Salary:** the starting salary for this position is £18.09 per hour
- **Holiday:** 25 Days Annual Leave + UK Bank holidays
- **Paid Sick Leave**
- **Pension Scheme**
- **Free On-Site Parking**
- **Employee extras such as:** Life Assurance scheme, Employee Assistance Program, Specialized Training, Developmental Opportunities, Receive time off, cash, and honorary awards for significant contributions

Job Description

The position of IT Specialist manages, monitors, and supports the commercial network (FSS NET) and all government-owned, leased, and functional systems for the 423rd Force Support Squadron. Key responsibilities include planning network architecture, delivering advanced technical services to install, maintain, and upgrade hardware and software, conducting technical analyses to optimize system efficiency, and serving as the squadron's Web Page Designer

Qualifications and Key skills

A valid UK Driver's license (category B), plus

One-year's specialized experience clearly demonstrating the Key Skills listed below;

- Knowledge of network hardware, LAN technologies, firewalls, switches, routers, and servers to manage and troubleshoot local communications.
- Knowledge of personal computer equipment, internal computer processes, application and utility programs, a wide range of analytical and diagnostic methods, procedures and principles to identify system failures, modify programs or procedures, take corrective actions to resume normal operations and implement procedures.

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- Knowledge of Air Force and federal procurement regulations for IT equipment, as well as retail Point of Sale systems and PCI standards.
- Skill in installing, configuring, upgrading, and troubleshooting PCs, network connections, printers, modems, and organizational file servers.
- Skill in researching potential hardware/software sources and applying acquisition guidelines to procure necessary organizational IT equipment.
- Skill in identifying system failures, executing corrective recovery procedures, and compiling analytical data/market research for management.
- Ability to communicate effectively, both orally and in writing, with the self-motivation to work independently across all areas of responsibility.
- Ability to instruct and guide users on software applications, system security requirements, hardware capabilities, and basic maintenance.

OR

A master's degree in the relevant field and be able to perform the duties of the role

Other Significant facts

- You will be required to handle and protect sensitive government data in compliance with both US and UK laws. Additionally, this role may be designated as "mission essential," meaning you may be required to report to work to support critical operations during base closures, severe weather, or other emergencies.
- You must be willing and able to travel to perform your duties or attend training. This travel can include trips to the United States or other international locations and may require flying on both commercial airlines and military transport aircraft.
- You must successfully complete a standard 6-month probationary period to demonstrate suitability for the role and verify your performance meets the required standards.
- Start and end times may be adjusted to meet operational demands, in line with the organization's flexible working policies. You may also be required to work overtime or perform additional tasks outside your primary job description, provided they match your grade and skill level.
- You must obtain IT certification (CompTIA A+, Network+, or Security+) within your first 6 months of employment. Failure to do so due to negligence will lead to termination; however, if delays are due to circumstances beyond your control, management will grant a reasonable extension. These certifications must be kept active
- You are required to achieve the appropriate Information Assurance certification within 6 months of being assigned these duties. Official waivers or extensions are available for external factors, but failure to comply due to negligence will result in separation.
- You will manage budgets for purchasing IT hardware and software and must learn and apply the distinct legal procurement and purchasing rules associated with the funding type.
- You will use a variety of software tools to program and build webpages. You will also support software and point-of-sale systems.

NOTE: You will require a security clearance and a right to work in the UK

This position may have certain restrictions on US citizens including US dual nationals due to the Status of Forces Agreement. For additional information contact the LNDH team on 01638 544955.

LNDH Application: <https://forms.osi.apps.mil/r/HiHn37upJw>

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Supporting Documents to be submitted via email to 100fss.fsmc6@us.af.mil

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