

Systems Manager

Permanent | Full time

Competitive Salary + benefits

Overview



About Synergy Learning

Established in 2005, Synergy Learning is a leading **remote first** learning technologies company, located in Northern Ireland. We're a global leader in the design and development of custom learning solutions, having helped clients in over 40 countries through more than 1000 projects. We are a certified Moodle partner and a Platinum Totara Partner and have won numerous awards in recognition for our work with these platforms. Our customers are the central focus of everything we do, and we work in partnership with clients as diverse as Ryanair and the National Health Service to help them improve their performance .

We thrive on teamwork and are a community of experts who are proud of our friendly and professional approach to getting the job done. Everything we do is underpinned by our vision, mission and values that are inherent to our day-to-day work.

Who We Are



➊ Our Vision

To be the world leader in results-driven learning technologies that **Excite**, **Engage & Empower**.

➌ Our Mission

To create incredible learning experiences using technologies that deliver tangible, compelling results for our customers

➍ Our Values

➊ Team



While we may have different roles and work from different locations, we share a common vision, mission and values that focus our collective efforts.

➋ Innovation



The platforms we build and the stories we create come from innovative, out-of-the-box thinking. We always look for someone who thinks differently.

➌ WOW



We want to create a platform that is the best it can be, making the decision to choose Synergy Learning as simple as possible and deliver an experience that makes customers say 'WOW'

➍ Passion & Commitment



Our team are hand-picked for their commitment to their craft and their work ethos. Passion for a job well done is the driving force behind everything we do.

➎ Fun



We're focused on delivering incredible results but we have a good time! With social events and a range of team building initiatives, you're guaranteed to have a bit of fun too!

What We Offer



The Benefits



Welcome Pack with Latest Hardware



Bonus & Workplace Pension



Local Cafe Discounts



Perkbox Employee Perks Scheme



Monthly Social Events



Company Payday Drinks



Charity Initiatives



Free Tea & Nespresso Coffee



52 Hours Protected Learning



35 Days Annual Leave



Wellbeing Programme



Flexible Working Options

What We Offer



Job Purpose

Synergy Learning is recruiting for a Systems Manager who is an expert in managing the internal IT requirements of a successful & growing learning technology company.

A keen technologist who can support & wow our users, the Systems Manager will have a great deal of autonomy within this role to both set & implement the roadmap of services for our team..



Person Specification

- User-focused with a natural ability to solve problems
- Approachable & personable
- Organised, methodical and strong attention to detail
- Able to see the bigger picture when it comes to our Users' challenges and opportunities
- A strategic thinker who can develop & communicate a roadmap for IT Services to both technical & non-technical colleagues
- A self-starter who can manage & prioritise their own workload
- Happy to work in a remote first model, and collocate when required

What You Offer



Key Responsibilities

- Lead the IT Service Delivery function of the business including roadmap ownership & associated budget for IT provision
- Advise users on how they can obtain the most value from the various IT Systems
- Ownership of the SL service management portal
- Supplier / Vendor relationship & licensing management
- Develop & improve upon IT policies including but limited to Authentication, Backups & Security
- Define & author new policies
- Document all workflows, processes & help guides
- Security & Threat management including playing an active role in the Security Circle
- Prepare reports for the Senior Management Team
- Demonstrate leadership in collaborating and cooperating across all functions of 1team to ensure consistent delivery of high quality work
- Work collaboratively with all stakeholders to ensure efficient delivery of services
- Take a proactive approach to professional development and performance

What You Offer



Key Technologies

The Systems Manager is not expected to have prior experience in all of the following areas. There are many comparable & competing technologies which will provide the equivalent & transferable skills.

- Directory as a Service (eg. JumpCloud, OKTA)
- Atlassian Products
- Google Workspace
- VoIP Solutions
- Anti Virus technologies including management at scale
- Password management
- Communication tools (Eg. Slack, Microsoft Teams)
- Customer Relationship Management tools (Eg. Salesforce)
- VPN as a Service

Skills and Qualities

- Able to work independently, deliver on-time, on-budget & to quality. Resilient when challenges arise
- Excellent communication skills both written & verbal
- Excellent user interaction skills, collaborative work style, and strong interpersonal and team skills, with the ability to communicate with technical and non-technical people comfortably
- A user focused individual with strong decision making skills
- Have an understanding and appreciation of scripting to automate recurring processes
- Flexible, with a strong work ethic and willingness to travel when required
- Consistently demonstrate alignment with SL's values

What You Offer



Desirable Criteria

- ITIL Certification
- Experience with ISO27001 certification process

Relationships and Reporting

- Reporting to the Head of Operations



How To Apply

If you are a suitably qualified and experienced person and you think you would like to join us, then we'd love to hear from you!

Please use the link provided to send a cover letter explaining why you are the best person to fill this role, outlining your career objectives and how Synergy Learning can help you fulfil them. You should also attach an up to date CV, and answer the supplementary questions as thoroughly as possible.

We are an equal opportunities employer and welcome interest from all suitably qualified individuals. We always recruit on merit alone, but as we are currently underrepresented by females in our workforce, we would particularly like to encourage women to apply.

If you are disabled, and/or require any reasonable adjustments to assist you in applying for this role, or in due course attending an interview, please let us know and we will do all we can to facilitate you.

Data Protection

By applying for this position, you agree that we can process your data. We process this data for recruitment purposes only. We are storing this data in our Applicant Tracking System, which stores data in the U.S and is fully compliant with the EU data protection laws, and we will not share it with anyone else. We would like to keep this data until our open role is filled. We cannot estimate the exact time period, but we will consider this period over when a candidate accepts our job offer for the position for which we are considering you. When that period is over, we will either delete your data or inform you that we will keep it in our database for future roles. Here's a link to our privacy policy. (<https://bit.ly/2KzSF6W>). In this policy, you will find information about our compliance with GDPR (data protection law). You can find how to send us a request to let you access your data that we have collected, request us to delete your data, correct any inaccuracies or restrict our processing of your data. You can contact our DPO at dpo@synergy-learning.com for more information.

Synergy Learning

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