

JOB DESCRIPTION

Job Title	D365 Systems Administrator
Department / Code	IT Infrastructure
Main Purpose of Job	To maintain and manage the Production environments across D365 Finance and Operations, and Infrastructure Systems, in line with F1 business goals and objectives.
Responsible To <i>(Specify who the Post Holder should Report to)</i>	Systems Architect and Team Manager

Main Duties and Responsibilities

- Primary role will be to maintain and manage the Production environments across D365 Finance and Operations, and Infrastructure Systems.
- Working with F1 customizations and configurations to ensure that the D365 is smooth running and optimized.
- Be the subject matter expert in D365 Finance and Operations, and support team in operational management of the tool and infrastructure
- Work with implementation team to develop internal documentation on set up, configuration, and changes to the system in real time.
- Provide guidance and training to other areas of IT in supporting D365, and help develop end user training guides along with Service Delivery.
- To make appropriate changes and additions to the D365 Infrastructure within Change management processes and SOX controls.
- To adhere to internal and external governance including but not limited to SOX, ISO27001 and PCI-DSS at all times.
- To drive innovation in IT, reviewing current technology offerings and identifying improvements within department responsibilities.
- Manage projects through lifecycle, ensuring deadlines are met and stakeholders engaged throughout.
- To appropriate hand over projects to support team including full documentation and walkthroughs where needed.
- To respond in a flexible and adaptive to supporting business requirements, when ad hoc requests are made.
- To monitor and maintain the Infrastructure across fixed sites, cloud and at Grand Prix events
- To produce root cause analysis reports in case of failures and issues

- To provide user support as necessary within the organisation, and act as point of escalation for support team
- To be available to work on F1 systems outside of usual 'Business Hours', both planned and unplanned.
- To keep abreast of developments in the IT Industry, and consider proactively how these may be incorporated into the F1 Infrastructure
- To complete all mandatory training within specified timelines
- To undertake other duties within your capabilities as your Manager or Head of Department may assign to you from time to time

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▪ Degree, HND/C in IT related Subject (or relevant experience) 	
Experience	<ul style="list-style-type: none"> ▪ D365 Administrator experience, working with Finance and Operations and Supply Chain Management modules. ▪ Hands on experience & functional understanding of finance and operations, workflows, approval processes, flows and triggers. ▪ Ability to progress projects from concept to delivery 	<ul style="list-style-type: none"> ▪ Advantageous to have a development background
Knowledge & Skills	<ul style="list-style-type: none"> ▪ Knowledge of compliance regulations- PCI-DSS, GDPR, SOX, ISO 27001 standards 	A desire to learn code and development elements
Personal Qualities	<ul style="list-style-type: none"> ▪ Able to communicate effectively ▪ Self-motivated and organised ▪ A good flexible & adaptable attitude 	