Role Description: Technical Administrator

<Approval Date 29-MAR-2019>

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Version History

Version	Steering Committee Approval Date	Changes
1.0	29-MAR-2019	N/A

The Technical Administrator will be responsible for the following:

System Maintenance

- Processing requests to join the TMF Reference Model Project and its constituent sub-teams, registering new members on the corresponding IT system(s)
- Responding to and resolving technical issues that arise from the Steering Committee and from individual project members
- Configuring and maintaining each IT system to meet project needs, as directed by the Steering Committee
- Publishing information provided by the Steering Committee on the project website and, where appropriate, other project IT systems (note: the Technical Administrator will not be responsible for authoring content)
- Ensuring system configuration and use complies with relevant regulations, in particular with data protection requirements

Reporting

- Keeping the Steering Committee appraised of any technical issues or problems
- Providing statistics on membership, system use, etc, as requested by the Steering Committee

System Development

- Identifying system improvements, including new technology solutions for review by the Steering Committee
- Following Steering Committee approval, implementation of new technology solutions and, where appropriate, migration of data from retired systems

The Technical Administrator may be required to attend Steering Committee meetings but is not a member of the Steering Committee and has no committee voting authority.