

# Infrastructure Analyst

IT Services, London or Liverpool

# About Winston Taylor

## Shoulder to shoulder in your breakthrough moments.

Winston Taylor is a transatlantic law firm built for the businesses, people, and markets driving capital and innovation.

Whether you're leading the way, disrupting an industry, entering a new phase of growth, or launching a defining product—we're in the room with you. In the action. Sleeves rolled up.

Embedded in your business and sharing your ambition, we take the work personally. Shaping what we do and how we do it around your goals and needs, always one step ahead of the moment.

With a rich history spanning both sides of the Atlantic, we are present in the major commercial centers that matter to our clients: the U.S., the U.K., Europe, Latin America, and the Middle East. Combining scale with the speed clients demand, our defining capabilities include Major Litigation, Critical Transactions, Strategic IP, and Private Wealth.

Our team of over 1,400 lawyers works hand-in-hand across markets, sectors, practice areas, and client teams. All-in problem solvers, we bring the creativity to think differently, and the pragmatism to get things done when it counts the most.

We're fluent in your world, with deep legal experience, rich sector knowledge, and active networks. Because in your business's most critical moments, you don't just need legal know-how. You need people who are deeply part of your world and ahead of where it's going.

# The opportunity for you

## Position summary

This role will be within our IT Infrastructure Team and will report to the IT Infrastructure Manager.

The majority of work will be to administer Winston Taylor U.K. (and some global) IT Infrastructure which is based mostly in Cloud environments and accessed by all U.K. (and some global) offices.

Due to a number of upcoming workstreams revolving around M365/Azure migration to a new tenant and the associated enterprise apps and other tie-ins linked to these resources, we are looking for a fixed term contractor to join the team for a period of 6 months.

The UK IT Services Department has been expanding over the past 3-5 years and is currently c. 90 people split into various sub-teams and located in the London and Liverpool offices. The Department's scope of responsibility lies primarily in looking after the IT requirements of the Europe and Middle East based Winston Taylor offices, which covers a user base of 1200+ users. Additionally, as part of the wider global team we also work collaboratively with local IT Teams in other countries mostly in the U.S. where other Winston Taylor offices are located.

The IT Infrastructure Team comprises of five people and is primarily tasked with the administration of all parts of the network, security, server, storage and cloud infrastructure as well as other core systems.

### Job title

Infrastructure Analyst

---

### Recruiting manager

Infrastructure Manager

---

### Department

IT Services

---

### Working hours

Monday to Friday  
(9:30 am–5:30 pm)

Working at least three days a week from our offices.

---

### Location

London or Liverpool

---

### Perm/FTC

6-month FTC

---

### Salary

Competitive

---

### Working pattern

We are committed to finding the right person for this role and are open to discussing flexible working patterns.

---

# The opportunity for you

## Position responsibilities

Below are some of the key areas that this person will manage and maintain:

- Lead on escalated and time critical issues.
- Provide updates to senior stakeholders and present changes via RFC/CAB process.
- Email systems covering Exchange Online and Mimecast.
- Active Directory and Azure AD.
- Server Virtualization via Hyper-V and MS Azure IaaS.
- Azure and O365 administration including telephone and VC systems.
- Networking (Switches, Routing, VLANs, Wi-Fi, Firewalls) – basic configuration and fault finding.
- Remote access (VPN & VDI).
- Backups and restores.
- Auditing, monitoring and reporting of IT systems.

In addition, this person will be expected to assist in the following areas:

- 3rd line support to the Service Desk Team.
- Liaise with suppliers and escalate issues to 3rd party support agents as required.
- Desktop software/systems support working with the IT EUC team.
- Out of hours support and planned work – where geographically appropriate.
- Updating processes, policies and any relevant documentation to support the above.

# The opportunity for you

## Experience, skills, and qualifications

### Essential

- Excellent troubleshooting skills.
- Good teamwork, organizational and time management skills.
- Ability to communicate effectively both within the team and with clients/wider business.
- Strong customer service skills.
- Excellent attention to detail.
- Able to work well under pressure.
- Excellent written and verbal English skills.
- A strong level of knowledge of configuring and administering legacy on-premises MS Exchange and Active Directory including Group Policy, AADsync.
- A strong level of knowledge of configuring and administering Azure & Office 365 including MFA, Conditional Access, O365 Policies, IaaS, PaaS.
- Experience working with third party vendors to configure Enterprise Apps and SCIM for user provisioning and SAML SSO in SaaS applications.
- Virtual servers build and administration experience (preferably Hyper-V and MS Azure).
- General firewall and switch administration, including policies, VPN, VLAN, 802.1x, object and VPN administration, routing, and general troubleshooting.
- Working through and troubleshooting security alerts and warnings and recommendations with our internal InfoSec team.

### Desirable

- Knowledge of AVD and MS remote access solutions (AoVPN).
- Knowledge of backup systems (preferably MS DPM, Veeam and ASR).

# Recruitment journey

## Stage 1

Interview



**Rob Fowler**  
Head of Talent  
Acquisition & Strategy

■ London  
■ +44 20 7300 4841  
■ [Rob.Fowler@winstontaylor.com](mailto:Rob.Fowler@winstontaylor.com)



**Hannah Jackson**  
Senior Recruitment  
Manager

■ London  
■ +44 20 3077 7262  
■ [Hannah.Jackson@winstontaylor.com](mailto:Hannah.Jackson@winstontaylor.com)



**Daniel Cheasley**  
Senior Recruitment  
Advisor

■ London  
■ +44 20 7300 4965  
■ [Daniel.Cheasley@winstontaylor.com](mailto:Daniel.Cheasley@winstontaylor.com)

## Stage 2

Interview two

## Stage 3

Meet and greet  
with some of  
the team



**Kendell Woods**  
Senior Recruitment  
Advisor

■ Liverpool  
■ +44 151 335 5192  
■ [Kendell.Woods@winstontaylor.com](mailto:Kendell.Woods@winstontaylor.com)



**Meg Vaughan-Irving**  
Recruitment Senior  
Coordinator

■ Liverpool  
■ +44 151 335 5277  
■ [Meg.Vaughan@winstontaylor.com](mailto:Meg.Vaughan@winstontaylor.com)



**Lottie Williams**  
Onboarding Senior  
Adviser

■ Liverpool  
■ +44 151 335 5191  
■ [Lottie.Williams@winstontaylor.com](mailto:Lottie.Williams@winstontaylor.com)

## Stage 4

Induction

## Stage 5

Ongoing  
development

We are committed to making all stages of our recruitment process accessible to candidates with disabilities or long-term health conditions.

If you consider yourself to have a disability or long-term health condition, please feel free to be open about this at any point during the recruitment process. This will be dealt with in a confidential manner. If you are not sure what adjustments you require, we will work with you to establish the most suitable adjustments at each stage of the recruitment process.

Attorney advertising. The information contained herein is for educational and informational purposes only and is not intended to be and should not be construed as legal advice. Winston Taylor N.V. and WS SELAS are part of the Winston Taylor network as separate legal entities operating from its offices in the Netherlands and Belgium and France, respectively. Further information on Winston Taylor can be found on our regulatory page at: [www.winstontaylor.com](http://www.winstontaylor.com). Winston Taylor LLP Headquarters: 300 N. LaSalle Drive Chicago, IL 60654-3406. Phone: +1 (312) 558-5600.

