

VISION STATEMENT:

To be the leading dual-sector transformative university predicated on inclusiveness, innovation and accessibility for Fiji and the Pacific.

MISSION STATEMENT:

To serve the people of Fiji and the wider Pacific region with leadership that engages with people and communities, respects partnerships, enhances excellence, and provides education and skills that promote sustainability through research with real-world impact and contributes to self-development.

1. POSITION DETAILS

Position : Multimedia Production Technician

Grade : 3

Incumbent : Mr/Mrs/Ms

Division : Information Technology Services

Department : Research and Education Enabling Technology

Location : Namaka/Natabua Campus

Reports to : Director Information Technology Services through Manager IT - Research and Education Enabling Technology

Reports to Designated Supervisor: IT Regional Leader – West/North, Department of Client Services, who is responsible for overseeing daily operational continuity, ensuring safety compliance, and coordinating task delegation. Reports operational and position-related matters to the Manager, IT – Research and Education Enabling Technology.

2. PURPOSE

The Multimedia Production Technician role is to coordinate the planning, provisioning, and maintenance, of all Multimedia teaching aids in the university. This includes ensuring that there is consistent high standard and exceptional quality of Audio and Visual aids throughout the organisation. Work will include training and creating awareness to all Users, dealing with latest technology in this field. This position also performs day-Today administration of the organisation's need for services and any within the Learning & Teaching Department.

3. ORGANISATION CHART

Position of Your Immediate Supervisor: Manager IT - Research and Education Enabling Technology

Positions Reporting to You	No of Staff Reporting to Them
None	None

In the table below write down the positions reporting to you (if any). For each of those positions, indicate the number of staff reporting to them.

4. KEY ACCOUNTABILITIES

- Assist the Multimedia coordinator to Identify, recommend, and prioritize solutions for large lecture theatres, conference rooms and lecture rooms to have the appropriate Audio & Visual Aids for teaching and learning. Responsible for installations, configurations, and maintenance of these systems in areas identified
- Track and evaluate new standards, technologies and trends in Multimedia solutions, developments, design, and delivery.
- Assist the Multimedia coordinator to plan for equipment requirement, prepare specifications, and assist in tender analysis.
- Assist the Multimedia coordinator to prepare documentation including standards and guidelines for requirements for various applications based on seating capacity room and building details.
- Set and enforce compatibility and interoperability standards that ensure site accessibility for all users.
- Ensure graphics & slides, audio, videos, and/or animation presentations are to highest quality in the venues deployed.
- Ensure a consistent quality multimedia & sound system solution are deployed.
- Find, diagnose, and fix on site problems. Create and maintain an inventory and backup spares.
- Work towards ensuring the provision to multimedia and sound systems in all teaching and lecture theatres and events,
- Schedules equipment and facilities and operates multi-camera production, audio production and video conferencing systems including specialized video conferencing system; operates media presentation systems for classes, District functions, and community events.
- Coordinate with site techs on issues and provide technical support and take corrective action. liaise with Vendor on hardware and software to improve the service.
- Provide support to other L&T departments members when and where required
- Assist the Multimedia coordinator in Research and development to explore a broader range of multimedia technologies available to meet the universities' needs are aligned with the current trends.
- Provides informational assistance and support in the conception and implementation of multi-media materials for a variety of print, publication and digital output projects from a design, layout, and concept perspective.
- Assist the Multimedia coordinator to maintain media equipment and supplies inventory; researches and provides purchase recommendations for requested media tools and equipment; identifies and troubleshoots failures, performs minor repairs, and adjusts equipment as necessary.
- Edits original multi-media productions and media material utilizing digital editing systems.
- Processes and converts images and files from audio or visual sources or presentation programs employing media-capture/lecture capture or graphic production and editing software.
- Directs and produces audio and video presentations and instructional material for the District utilizing specialized software and equipment.

5. KEY CHALLENGES

- To ensure quality and timely let service and support provided to Staff and Students of FNU as per agreed SLA's
- To support Managers, to ensure that the highest levels of customer satisfaction for IT Services are delivered.
- To identify opportunities for productivity and service delivery improvements and best customer services
- Ensuring conformity in implementation of policies and procedures in an organisation with diversity in people and organisational culture.
- Decision making in an environment of a high level of ambiguity and resistance Heads of Colleges/Divisions to accept change.
- Ensuring conformity in implementation of policies and processes in an organisation with diversity in people and organisational culture.
- Take ownership of FNU multimedia equipment's.

6. QUALIFICATION

Essential

- A Diploma in Electronics & Telecommunications with 3 years of post-Diploma work experience dealing with multimedia & Sound system solutions.

7. EXPERIENCE

Essential:

- 3 years post-Diploma work experience dealing with multimedia & Sound system solutions.

8. KNOWLEDGE & SKILLS

The Multimedia Production Technician should possess an in-depth knowledge of operation and maintenance of the Multimedia Equipment, Sound Systems, Cinematographic equipment including lights, multimedia production equipment. knowledge of Camera, Sound, lighting techniques is essential and familiarity with video editing equipment and software's is also required. The appointee must be creative and flexible with Strang communication skills and ability 10 interact with co-workers and clients. Additional responsibilities require incumbent to be proficient with computer systems and in AV, Multimedia, TV and Film Production work and word processing skills. Provide AV support service to all academic staff and FNU staffed equipment with strict application of OHS principles constantly at work.

9. WORKING RELATIONSHIP

<u>INTERNAL</u>	<u>Frequency</u>
<u>Director(s), Registrar, Manager(s), Support Staff, Faculty, Dean(s), Vice Chancellor, Other Staff and students</u>	<u>Daily</u>
<u>EXTERNAL</u>	<u>Frequency</u>
FNU Stakeholders, Commercial and Non- Commercial Industries, Students, Statutory bodies, NGOs and External Institutions/Universities, Vendors, Technical Support, External Engineers	As and when required

10. JOB DESCRIPTION AND VARIATION OF EMPLOYMENT CONDITIONS

It is acknowledged and agreed that from time to time as result of the evolving needs of the employer, the Employee may be required to upgrade his/her qualifications and/or to alter the position or role tasks that are to be carried out. Such alterations shall not be deemed to be a variation of this job description or a breach of its terms providing the substantive nature of the employment remains consistent with the parties' intention at the time of contracting.