

FIJI NATIONAL UNIVERSITY
Job Description

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 Coordinator
 Grade : 5
 Incumbent : Mr/Ms/Mrs
 Division : Division of Information Technology Services
 Department : Department of Research and Education Enabling Technology
 Location : Samabula Campus
 Reports to : Director Information Technology Services through Manager IT - Research and Education Enabling Technology

2. PURPOSE

The Multimedia Production Coordinator will coordinate the overall 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-to-day administration of the organisation's need for services. And supervision of Multimedia Production Technicians and Consultants.

3. ORGANISATION CHART

Position of Your Immediate Supervisor: **Manager IT – Learning & Teaching Technologies**

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.

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

4. KEY ACCOUNTABILITIES

- 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.

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- Plan for equipment requirement, prepare specifications, and assist in tender analysis.
- 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 or 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
- 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.
- Maintains 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.
- Coordinate and manage the competitive procurement process.
- Decision making in an environment of a high level of ambiguity and resistance Heads of Colleges/Divisions to accept change.
- Provide support in implementation of the lecture capture tool and integration.

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.

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6. AUTHORITY LEVEL

Operating Expenditure : N/A
 Capital Expenditure :
 Others :

7. QUALIFICATION & EXPERIENCE

Qualifications

Essential

- A bachelor's degree in Electronics & Telecommunications, Information Systems, Computer Science, or any other IT-related field, with a minimum of three (3) years of relevant work experience in multimedia technologies

OR

- A Diploma in Electronics & Telecommunications, Information Systems, Computer Science, or any other IT-related field, with five (5) years of relevant work experience in multimedia technologies.
- Equipped with the expertise to manage multimedia technologies and audio-visual systems that enrich and support innovative teaching and learning experiences

Desirable:

- Postgraduate Diploma in Computer Science or Information Systems
- Relevant certification in an IT-related field and/or multimedia technologies would be an added advantage.

8. KNOWLEDGE & SKILLS

- Multimedia Production Coordinator should possess an in-depth knowledge of operation and maintenance of the Multimedia Equipment, Sound Systems, Cinematographic equipment including lights lecture capture. 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

INTERNAL	Frequency
Director(s), Registrar, Manager(s), Support Staff, Faculty, Dean(s), Vice Chancellor, Other Staff and students	Daily

EXTERNAL	Frequency
FNU Stakeholders, Commercial and Non- Commercial Industries, Students, Statutory bodies, NGOs and External Institutions/Universities, Vendors, Technical Support, External Engineers	As and when required

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10. JOB DESCRIPTION AND VARIATION TO 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.