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 Specialist

Grade   : 4

Incumbent   : Mr/Ms

Division   : Division of Information Technology Services

Department   : 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 Consultant will be facilitating the use of teaching, learning and research technologies, includingclassroom and lab computers, audio visual and multimedia equipment, and emerging technologies, to supporteffective teaching and learning. The incumbent will provide technology support in person, via email, phone, andonline (e.g., Zoom/Teams). The incumbent will be responsible for training the ITS team, faculty, and staff on academic technology tools and classroom technology systems, including lecture capture systems, video conferencing tools, AR/VR (Augmented reality and virtual reality) tools, simulations/virtual labs, computer lab technology, and with multimedia needs for traditional, hybrid and online teaching. The incumbent will assist with scheduling, training, and support of active learning classrooms and other specialized learning spaces, will facilitate training workshops, and assist with developing online and print documentation, tutorials, and video resources to support these instructional spaces.

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

- Knowledge of and experience with academic technology tools, lecture capture systems, A/V systems, multimedia tools, and classroom technology.
- Must be able to: train others, as well as serve in a train-the-trainer role.
- Should be able to work on a responsive team environment, and work independently with minimalsupervision.
- Should have excellent time management skills, and strong troubleshooting and problem-solving skills.
- Demonstrated ability and/or interest in working in a multicultural/multiethnic environment.
- Ability to work with and train in a Windows, Macintosh, and Linux environment.
- Engage with Clients to establish clear AV & IT Briefs and technology requirements
- Provide input into technology strategy documents
- Design and specify Audio Visual systems.
- 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 inpeople and organisational culture.
- Decision making in an environment of a high level of ambiguity and resistance Heads ofColleges/Divisions to accept change.
- Ensuring conformity in implementation of policies and processes in an organisation with diversity inpeople and organisational culture,
- Coordinate and manage the competitive procurement process
- Provide architectural & IT information to the professional team on the AV design
- Project Manage appointed contractors through project delivery including approving design
- submittals, site inspections, final commissioning & acceptance, and client handover
- Oversee contractor off site testing works and AV system programming
- Assist in developing QA processes for managing implementation phases of AV & IT projects.
- Lead research efforts into emerging technology and future trends and provide regularupdates to teams.
- Explore areas of technology innovation and potential areas of service differentiation.
- To support Managers, to ensure that the highest levels of customer satisfaction for IT Services aredelivered.

It is acknowledged and agreed that evolving needs or emphasis of the University may require a role/Job/position to change from time to time but such alteration shall not be deemed to be a venation of the employment contract Term and Conditions of Employment or a breach of the same provided that the substantial nature of the employment remains consistent with the party's intentions at the time of the offerof the job and acceptance of the offer.

5. KEY CHALLENGES

1. This is a technical role and requires working at odd hours to support the operations of the university.
2. There is high risk of managing the enterprise applications and performing operations. When things break, the expectation of the university is very high to provide immediate fix.
3. Ensuring conformity in implementation of policies and processes in an organisation with diversity in people and organisational culture.

6. AUTHORITY LEVEL

Operating Expenditure   :   N/A

Capital Expenditure   :…………………………….
Others   : …………………………...

7. QUALIFICATION & EXPERIENCE

Qualification
Essential

- A Bachelor's degree in Electronics & Telecommunications, Information Systems, Computer Science, or any other IT-related field, with a minimum of two (2) 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

OR

- A Diploma in Electronics & Telecommunications, Information Systems, Computer Science, or any other IT-related field, with four (4) to six (6) 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

Experience in designing systems such as:

- Meeting rooms/ boardrooms / training rooms
- Auditoriums.
- Public address systems.
- Video and audio conferencing.
- Digital signage / Public Information systems.
- Control systems / automation.
- Television distribution - satellite, terrestrial, cable (traditional/IPTV).
- Key areas of experience include corporate office buildings, schools and universities, convention centers,hotels, high quality residences.
- Understanding of the latest digital systems (HDMI, DisplayPort, HD-SDI), content streaming.
- AutoCAD Application.
- Microsoft Office 365.

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

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.