

## Candidate Information

<b>Position:</b>	AV Project Delivery Manager
<b>School/Department:</b>	Learning and Teaching Support
<b>Reference:</b>	22/109725
<b>Closing Date:</b>	Monday 25 April 2022
<b>Salary:</b>	£34,304 - £40,927 per annum.
<b>Anticipated Interview Date:</b>	Wednesday 18 May 2022
<b>Duration:</b>	24 months

### JOB PURPOSE:

The successful candidate will be working as an Audio-Visual Project Delivery Manager to lead and oversee the delivery of Audio-Visual and Learning Technology projects in liaison with colleagues and/or contractors. The post holder will also be expected to contribute to the installation, programming, and commissioning of AV and Learning and Teaching Technology when required, and provide expertise and guidance to AV technicians and AV Development Officers.

As a Project Delivery Manager, the post holder will be expected to create project documentations (business and technical documentations) and regular reports, and mitigate risks and problems to ensure that projects are completed to a high standard and within the agreed scope and timescales.

The role will involve participation in the planning and design stages, including product research and delivery of proof of concepts, as well as identifying faults and limitations, and sourcing alternative technologies. A primary part of the role will be overseeing pre-installation works to ensure the suitability of the building and electrical infrastructure for the proposed AV solution, and to oversee the installation of AV technologies in compliance with agreed design, Health and Safety, and other regulations and guidelines as communicated by line management.

### MAJOR DUTIES:

1. Participate in project launch by creating documentations, identify risks, and construct delivery plans, demonstrating a comprehensive knowledge of audio-visual project delivery methodologies and best practices.
2. Conduct market and product research to assess the capabilities and suitability of products and identify costs.
3. Produce technical proposals based on market and product research, and based on strategic business needs and agreed requirements as identified by line management.
4. Create technical designs, wiring diagrams and schematics, rack layout designs, and AV layout drawings based on agreed specifications.
5. Produce project documentations including but not limited to regular interim reports, delivery plans, inventory records, infrastructure and room fabric upgrade requirements, RAMS, user acceptance testing reports, user documentation and support/operational guides.
6. Coordinate and manage multiple streams of AV projects and their activities including logistics of supplies, contractor's presence and access to site, change management, and pre-works infrastructure upgrades by contractors and colleagues.
7. Provide on-site project management and supervision of installation, programming and maintenance work completed by contractors or colleagues.
8. Deliver and support the handover and/or rollout of completed projects including induction and training and facilitate evaluation activities.
9. Carry out inspection of audio visual within the University, and report on any service and maintenance requirements.
10. Participate in the development of business continuity plans associated with audio visual, and oversee and manage the resources allocated to ensure continuity of service to learning, meeting, and event spaces.

11. Take the role of a senior AV support engineer on-site when required to support user groups and support and guide colleagues in Media Services.
12. Maintain Health and Safety standards and ensure that on-site Health and Safety briefings are held, and guidelines are adhered to by project teams including external contractors.
13. Carry out any other relevant duties as required to maintain the operation of the University business.

**ESSENTIAL CRITERIA:**

1. \* A primary or higher degree or equivalent qualification in a discipline with significant audio-visual project management elements. Or;
2. \* A minimum of 4 years' practical experience in professional audio-visual project management, leading teams in delivering large-scale audio visual projects including lecture theatres, classrooms, meeting and collaboration rooms, with a track record of managing multiple projects within an Education or Government organisation, or a specialist audio visual integrator that delivers multiple simultaneous large-scale project streams.
3. Significant practical experience in on-site management of multi-person teams delivering the installation, programming, and commissioning of audio visual solutions including vision, audio, and control elements, and collaboration products, within a lecture theatre or a large auditorium, and video conferencing rooms.
4. Practical platform/brand experience with Extron or Crestron systems, and with a minimum of two of the following vendors: Shure, Biamp, Sennheiser, or QSC audio, gained from managing and delivering projects in lecture theatres or large auditoriums and video conferencing rooms.
5. A proven track record in creating audio visual technical designs, schematics and wiring diagrams, floor plans, and elevations and cross section drawings of AV layout capturing all physical enabling elements and prerequisites of an audio visual solution and its components in a complex and an enriched vision, audio, and control solution.
6. A demonstrable and consistent experience in managing the delivery of a concurrent stream of complex large-scale audio visual projects participating in all phases of a project life cycle, while taking complete management and ownership of several project phases.
7. Competency and experience using technical design tools in large complex audio visual projects.
8. Significant experience in managing professional teams in a project-led delivery of audio visual solutions in large-scale projects.
9. Proven experience in organising plans and schedules for a phased approach within multi-year projects, and prioritising individual work packages and commissioning multiple teams, to overcome challenges or to enhance deliverables within an audio visual project.
10. A track record in working with non-technical end users from large organisations preferably in Education, Government, or Health sectors, on requirements gathering and influencing change in line with strategic objectives.
11. In-depth knowledge and understanding gained from designing and delivering large complex audio visual solutions, of the capabilities and deployment methods of current product lines of data projectors, matrix switchers scalers, image transmission and distribution products, AV control systems, HDBaseT and vendor-specific transmission and control protocols and associated hardware, presenters and audience audio equipment.
12. Experience and competency in the installation and complete delivery of solutions based on Windows PC and O365 applications, collaboration tools including Microsoft Teams, Zoom, and their dedicated hardware and applications, and integration with ProAV products.
13. Proven ability to assign tasks to others and to continuously be able to assess any shift in requirements and/or circumstances, and communicate appropriate mitigation measures.
14. Must have a full valid driving licence and be able to commute to various University sites either using the department's vehicle or other agreed mean of transportation.
15. Must be able to provide some level of flexibility and work out of business hours to aid the delivery of major events and/or participate in relevant University business.

**DESIRABLE CRITERIA:**

1. PRINCE2 foundation or practitioner certification, or an equivalent project management qualification.
2. AVIXA CTS, CTS-D, or CTS-I certification.