

## Candidate Information

**Position:** Audio Visual Project Delivery Manager  
**School/Department:** Learning and Teaching Support  
**Reference:** 22/110442  
**Closing Date:** Tuesday 3 January 2023  
**Salary:** £35,333 - £42,155 per annum  
**Anticipated Interview Date:** Thursday 19 January 2023  
**Duration:** Fixed term for 2 years

### 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, 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 and contribute to the creation of project documentations (business and technical documentations) and regular reports, manage the logistics of AV projects, 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. 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.

This is a fixed term post for the duration of 24 months, with the potential to be extended should funding and requirements continue.

### MAJOR DUTIES:

1. Participate in project launch by creating documentations, identifying risks, and constructing delivery plans, while demonstrating a comprehensive knowledge of audio-visual project delivery methodologies and best practices.
2. 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.
3. Coordinate and manage multiple streams of AV projects and their activities including logistics of supplies, contractor's access and presence on site, change management, and pre-works infrastructure upgrades by contractors and colleagues.
4. Provide on-site project management and supervision of installation, programming and maintenance work completed by contractors or colleagues.
5. Deliver and support the handover and/or rollout of completed projects including induction and training, and facilitate evaluation activities.
6. Carry out inspection of audio visual within the University, and report on any service and maintenance requirements.
7. Participate in the development of business continuity plans associated with audio-visual, and oversee and manage the resources allocated to ensure the continuity of service in learning, meeting, and event spaces.
8. 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.
9. Carry out any other relevant duties as required to maintain the operation of the University business.
10. Commute to various University sites to manage on-site activities during the delivery of AV projects.

### ESSENTIAL CRITERIA:

1. \*A primary or higher degree or equivalent qualification in a discipline with significant audio-visual project management elements, AND  
A minimum of 3 years' practical experience in professional audio-visual project management, leading multiple 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.
2. OR \*Substantial 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.
3. \*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.
4. \*Experience in managing the delivery of a concurrent stream of complex large-scale audio visual projects while participating in all phases of a project life cycle and taking complete management and ownership of several project phases.
5. Experience in translating technical designs within large complex audio visual projects.
6. Experience 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.
7. \*Experience in understanding 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.
8. \*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.
9. In-depth knowledge and understanding - gained from delivering large complex audio visual solutions - of the capabilities and deployment methods of current product lines of data projectors, matrix switchers scalars, image transmission and distribution products, AV control systems, HDBaseT and vendor-specific transmission and control protocols and associated hardware, presenters and audience audio equipment.
10. Ability to communicate complex information clearly.
11. Demonstrates excellent communication skills.
12. Proven ability to assign tasks to others and to continuously be able to assess any shift in requirements and/or circumstances, and communicate the appropriate mitigation measures.
13. Must have a full valid driving licence to be able to commute to various University sites or be able to meet the mobility requirements of the post.
14. 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 as required.

**DESIRABLE CRITERIA:**

1. PRINCE2 foundation or practitioner certification, or an equivalent project management qualification.
2. Experience as an AV Project Manager in HE institution or as a contractor Project Manager on several HE AV projects.
3. AVIXA CTS or CTS-D certification.