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| Last updated: | December 2024 |

**JOB DESCRIPTION**

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| Post title: | **Audio Visual Solutions Specialist** | | |
| Academic Unit/Service: | Audio Visual - iSolutions | | |
| Faculty: | Professional Services | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 4 |
| Posts responsible to: | Team Manager AV Solutions | | |
| Posts responsible for: | None | | |
| Post base: | Office-based | | |

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| Job purpose |
| To successfully design, manage and deliver multiple concurrent Audio-Visual projects that deliver innovative solutions against business requirements and technical standards. Provide specialist advice and practical contribution to the design, development and implementation of existing and new Audio-Visual enabled facilities/spaces. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | Engage with Clients to establish clear AV & IT Briefs and technology requirements to enable design & specifying of Audio-Visual systems | 30 % |
|  | Project Manage appointed contractors through project delivery including approving design submittals, site inspections, final commissioning & acceptance and client handover | 25 % |
|  | To manage project resources, finances, procurements and benefits to deliver successfully within agreed timescales. | 15 % |
|  | To manage project priorities, tolerances and escalations in line with the organisational frameworks. | 10 % |
|  | To use and communicate the organisation's project delivery and technical architecture frameworks with internal and external customers. | 10 % |
|  | To contribute to continual improvement of working practices and quality assurance and identify new developments in the sector for potential use within the University. Provide input into technology strategy documents | 5 % |
|  | Any other duties that fall within the scope of the post, as allocated by the line manager, following consultation with the post holder. | 5 % |

| Internal and external relationships |
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| * The post holder will be expected to work as part of the Audio Visual Solutions team and Project Management teams. In addition, strong internal relationships will need to be fostered with technical and business colleagues across the university to agree project aims and secure the resources to complete them. * The post holder will be expected to work with Audio Visual and IT manufacturers and suppliers in procurements and in subsequent project delivery. Relationships with colleagues in other institutions and related organisations should also be established. |

| Special Requirements |
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| * To maintain the relevant level of professional expertise and qualifications to discharge the duties and to agree with the Team Manager on a relevant professional development programme. * Occasional out of hours working may be required to perform certain tasks. * To work across multiple University campus sites. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of HND, Degree, NVQ4 or basic professional qualification.  Demonstrable experience of project managing integrated Audio-Visual installation projects  Demonstrable experience of designing installed Audio-Visual Systems and control systems.  Proven experience of planning and progressing work activities within broad professional guidelines and/or broad organisational policy.  Demonstrable experience of tracking and forecasting project finances, obtaining costs, engaging with and influencing external suppliers.  Experience using CAD/Drawing packages | CTS-D – AV Design  Knowledge of support needs in HE.  Experience of other project methodologies e.g. Prince, Agile project management.  Lean Six Sigma Yellow Belt  ITIL v3 or higher Foundation certified or experience working in an environment that uses best practice service methodologies such as ITIL.  Demonstrable Project Management experience in a large organisation.  Experience of procurement  Demonstrate commitment to maintaining professional knowledge and awareness through continuing personal and professional development. | CV & Interview |
| Expected Behaviours | Able to apply and actively promote equality, diversity and inclusion principles to the responsibilities of the role.  Demonstrate the Southampton [Behaviours](https://www.southampton.ac.uk/~assets/doc/hr/Southampton%20Behaviours.pdf) and work with colleagues to embed them as a way of working within the team. |  |  |
| Planning and organising | Able to successfully deliver medium to large scale projects, preferably AV and IT-related.  Able to progress a broad range of activities within professional guidelines and in support of  University policy.  Ability to produce plans and manage resources to deliver successful projects to time, cost and quality requirements.  Ability to effectively control multiple teams on multiple activity streams. | Understanding of the standard stages required to deliver software services and hardware deployments. | CV & Interview |
| Problem solving and initiative | Ability to apply project management and technical experience and awareness to drive project delivery.  Able to innovate and think creatively and able to use these skills to drive through the business benefits of AV and IT change.  Professional, calm and clear-thinking under pressure. |  | CV & Interview |
| Management and teamwork | Able to define and agree packages of work with project teams and team managers to deliver against project plans.  Able to understand the strengths and weaknesses of team members to build effective teamwork.  Able to proactively work with colleagues in other work areas to achieve outcomes.  Able to work with technical and business staff to allocate, manage and deliver work to agreed time, budget and quality. | Experience of matrix management environments. | CV & Interview |
| Communicating and influencing | Excellent verbal and written skills and the ability to communicate knowledge to colleagues, including documenting work.  Communicate change delivered by projects to large groups of stakeholders with support from iSolutions Communications staff.  Liaise with team members in both technical and business areas affected by your projects. | Confidence to communicate with all levels of the organisation. | CV & Interview |
| Other skills and behaviours | Use of Microsoft Office 365 applications including: Outlook, Visio, Excel, Word, MS Project and Project Online  CAD/Drawing packages  Flexible and open to change yet with the ability to prioritise and focus on delivery.  Confidence, experience and skills to take initiative, but know when to refer queries upwards.  Able to apply an awareness of principles and trends in a specialist or professional field and an awareness of how this affects activities in the university. |  | CV & Interview |
| Special requirements | Some out of hours working may be required meet service level targets. |  | CV & Interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (e.g.: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (e.g.: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  |  |  |
| Extremes of temperature (e.g.: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (e.g.: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles (e.g.: car/van/LGV/PCV) | x |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (e.g.: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (i.e.: steps, stools, ladders, stairs) | x |  |  |
| Fine motor grips (e.g.: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |