Position Description

Title: Facilities & AV Assistant
HEW Level: 3

Faculty/Office: Faculty of Medicine and Health Sciences
Position Number: NEW

Department/Team: Faculty Administration
Date: March 2018

Position Purpose: To provide facilities and audio visual support to the Faculty of Medicine and Health Sciences.

**ORGANISATIONAL CONTEXT**

Macquarie University is developing the nation’s first fully integrated academic health sciences centre under a university's leadership. With a focus on patients and an ultimate goal of improving lives, the Macquarie University Health Sciences Centre will see true convergence of the learning and research endeavours of Macquarie’s Faculty of Medicine and Health Sciences with the clinical care provided at Macquarie University Hospital and Clinics. It brings together the excellent work of medical and allied health researchers across the University and around the country, with unparalleled access to the world-leading clinical resources and research facilities found only on our campus.

The Faculty of Medicine and Health Sciences has active research programs in biomedical, translational and health services domains, with current areas of strength including neurosciences (especially motor neuron disease, neurological rehabilitation, and the clinical neuroscience of pain), cancer medicine, and vascular science, amongst others. The Faculty hosts the Australian Institute of Health Innovation, an internationally acclaimed powerhouse researching health systems, e-health, and patient safety. In learning and teaching, the Faculty offers a unique suite of capability-based medical education programs including a unique three-year extended masters-level, professional-entry Doctor of Physiotherapy degree, a Graduate Diploma of Anatomy program, a Master of Public Health, an accelerated 2 year Bachelor of Clinical Science program and the Macquarie MD (Doctor of Medicine).
**KEY ACCOUNTABILITIES**

- Set up and arrange rooms with clinical and teaching equipment for classes and events, including furniture arrangement and setting out equipment.
- Monitor and ensure that consumable levels are maintained and replenish stock as required.
- Under the guidance of the Clinical AV Coordinator, set up and operate audio visual equipment in Faculty lecture theatres, meeting rooms and remote locations.
- Provide AV support for FMHS teaching and meeting spaces.
- Assist in performing routine maintenance and testing of the Faculty's AV equipment and systems and escalate any issues identified.
- Conduct routine facilities maintenance for the Faculty and escalate any issues identified to the appropriate support services.
- Update and monitor Faculty AV bookings.
- Assist with maintaining an inventory of Faculty Audio Visual assets.
- Comply with relevant EEO and WHS regulations.
- Perform any other duties as required and appropriate for this classification.

**POSITION CONTEXT**

| Reports to: | Faculty Operations Manager |
| Positions Reporting to: | Nil |
| Key Direct Clients: | • Faculty of Medicine and Health Sciences Executive  
• Faculty of Medicine and Health Sciences academic staff |
| Other Key Relationships: | • Faculty of Medicine & Health Sciences staff & students  
• IT & AV staff in other University offices/departments  
• External vendors and clients |
| Budget Accountability: | Nil |
| Role-specific Conditions: | • Work outside of standard business hours will be required to support events  
• Must be comfortable with working in a clinical, medical environment  
• Manual Handling |
<p>| Scope and Autonomy | Performs a range of tasks by applying established guidelines, methods and/or instructions. |
| Problem Solving | Apply theoretical knowledge and techniques to a range of procedures and tasks. |</p>
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<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
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<tr>
<td>Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.</td>
<td>Personal qualities related to successful performance.</td>
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<td><strong>Quality Focus:</strong> Ensuring accuracy and quality when completing tasks.</td>
<td><strong>Resilience:</strong> Dealing effectively with and recovering quickly from setbacks or pressure.</td>
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<td><strong>Service Focus:</strong> Ensuring that students, staff, key contacts and their needs are a priority.</td>
<td><strong>Perseverance:</strong> Persevering despite obstacles to ensure tasks are completed.</td>
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<td><strong>Relationship Management:</strong> Establishing effective working relationships with others.</td>
<td><strong>Flexibility:</strong> Responding effectively to unexpected or changing circumstances. Perseverance: Persevering despite obstacles to ensure tasks are completed.</td>
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<td><strong>Communication:</strong> Effectively articulates key messages, both verbally and in writing, adapting to suit context and audience.</td>
<td><strong>Initiative:</strong> Taking action, on own accord, to address problems and prevent them from recurring.</td>
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<td><strong>Planning and Execution:</strong> Managing time and resources to complete tasks and achieve objectives.</td>
<td><strong>Teamwork:</strong> Working in collaboration with others to achieve shared goals.</td>
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### REQUIRED KNOWLEDGE
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

- Demonstrated experience operating and maintaining of a range of digital audio visual systems.
- Understanding of room based and desktop video conferencing systems.
- Knowledge of manual handling and WHS practices and standards.
- Computer skills including Microsoft Office.

### KEY EXPERIENCES
Practical experiences and exposure to specific environment or activities related to successful performance.

- Providing customer service including room set up.
- Providing support with the operation and maintenance of a range of digital room based and desktop videoconferencing and audiovisual systems and presentation software.
- Providing support services for AV technology in a complex environment.
- Working within a team.
- Comfortable working in a clinical or health related environment.

### ACQUIRED KNOWLEDGE
Organisational and/or professional skills and information to be developed within the first 3 to 6 months for successful performance.

- Knowledge of the Faculty of Medicine and Health Sciences’ functions and structure.
- Knowledge of the Faculty of Medicine and Health Sciences’ policies, systems, processes and procedures.
- Knowledge of the Faculty of Medicine and Health Sciences’ AV equipment.