Media Technical Officer
Technical Team
Faculty of Arts and Education

Classification	Level 6
Delegation Band	Delegations and Authorisations Policy (see Section 3)
Hours per Week	35
Nature of Employment	Continuing
Workplace Agreement	Charles Sturt University Enterprise Agreement
Date Last Reviewed	September 2019

Our University Values

Insightful
Understanding people and the world

Inclusive
Stronger together

Impactful
Outcome driven

Inspiring
Leading for the future

Our Core Competencies

Charles Sturt University (CSU) staff are expected to demonstrate the following competencies:

Set Direction and Deliver Results
- Creating and innovating.
- Delivering results and meeting customer expectations.
- Entrepreneurial and commercial thinking.

Collaborate with Impact
- Relating and networking.
- Working with people.
- Persuading and influencing.

Lead Self and Others
- Adhering to principles and values.
- Deciding and initiating action.
- Adapting and responding to change.

Faculty of Arts and Education

**The Faculty of Arts and Education** is one of three Faculties within the University.
Eight Schools and Centres offer a diversity of courses in education, communication, creative industries, Social work and human services, library studies, theology, humanities, Indigenous Australian studies and Islamic studies.

With approximately 9,000 online students and 3,000 on campus students, the Faculty is an innovator in online and blended learning modes. Over 200 academic staff deliver distinctive courses, and are supported by a skilled team of professional staff.

Our Faculty Technical Team is a multi- campus team of technical specialists, providing operational support to the Faculty's online and on campus learning and teaching facilities and infrastructure. These facilities include; community and national radio broadcast stations; state of the art television, video and sound mixing studios; performance and presentation spaces; analogue and digital print facilities and photographic studios.

Link to the Faculty website: http://arts-ed.csu.edu.au/faculty-home

Organisational Chart
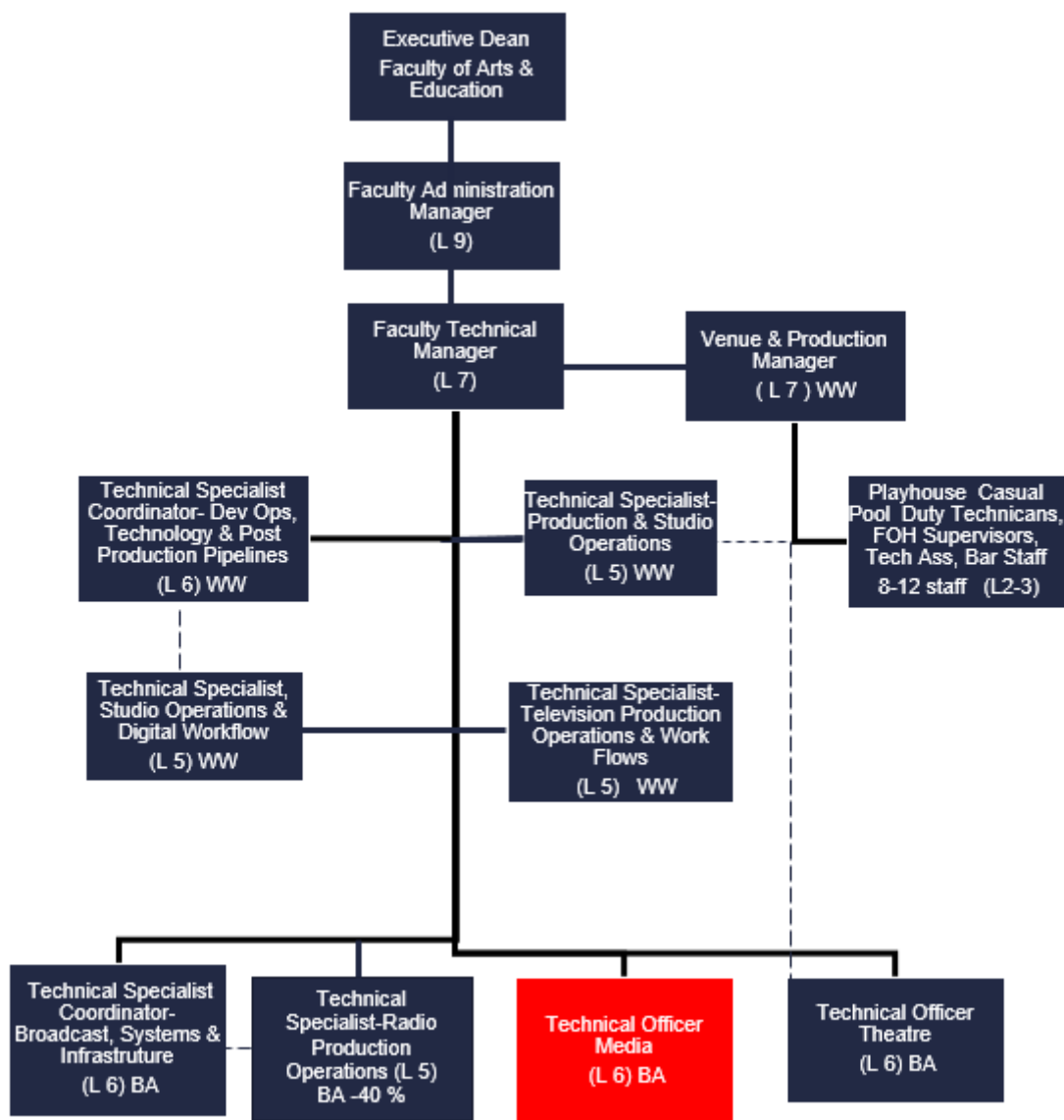
Reporting Relationships

This position reports to: Faculty Technical Manager

This position supervises: Casual staff

Key Working Relationships

- Technical Specialist Coordinators
- Technical Officer Theatre

Position Overview

The FOAE technical team`s, Media Technical Officer is required to coordinate and oversee the operational aspects of the assigned digital media technology throughout the Faculty of Arts and Education`s specialist facilities. Whilst the role has a major focus within the Creative Hub, there is substantial opportunities to work across a range of performance and production facilities that provide major learning and teaching technical resources for courses offered on the Bathurst campus.

This role requires a wide range of specialist technical expertise in video production, audio and digital media in order to maintain and upgrade existing media infrastructure in a contemporary landscape that is increasingly expanding and reliant on new technologies.

Principal Responsibilities

- Provide efficient management and operational support to the following:
    - specialist infrastructure

        - Television studio complex:
        - Computer labs
        - Specialist facilities
        - Technical support and backfill to Theatre Media
        - Support for project and production events
        - Equipment store operations
        - Supervision of casual support staff as required.

    - learning and teaching programs

        - Providing appropriate safety inductions and operational skills for staff and students.
        - Developing specialist documentation within the faculties centralised platforms for tasks, processes and platforms.
        - Ensuring fully functioning equipment and ongoing monitoring of allocated service portfolio.
        - Being involved with content and general monitoring for online platforms
        - Coordinating the facilities usage where required.

    - develop and foster a professional team spirit and uphold a leadership mentality

        - Liaise with technical team staff on the maintenance, installation and upgrading of facilities, equipment and associated technologies.
        - contribute to culture of the FOAE Technical Team in Bathurst

- Planning, budgeting and purchasing of assigned services and projects to support the learning and teaching environments. This will include:

  o Capital Expenditure and Operational funding administration and purchasing.
  o Planning and development of facilities and resource upgrades.
  o support for productions and project administration

- Plan, develop, implement changes and respond to problems within a service management framework that involves:

  o Technology support and integration. Key areas include software upgrades and security patching
  o Contribute strategic advice for the implementation of digital media technology and services
  o Articulate the needs of the learning and teaching programs in relation to assigned service portfolio.
  o Contribute to the currency of support knowledge with the team.
  o Openly communicate with staff at all levels.
  o Provide equipment instructional advice to students and staff as required.

- Other duties appropriate to the classification as required.

Physical Capabilities

The incumbent may be required to:

- Work in other environments beyond the school such as other campuses as well as possible car and air travel. It will include work with a diverse range of staff, students and community members.

- On occasion drive a university vehicle distances up to 500kms per day within the terms of the University's Driving Hours Guidelines and Policy available at https://policy.csu.edu.au/document/view-current.php?id=184.

- Perform in an accurate and timely manner push/pull, reaching, grasping, fine manipulation tasks, including lifting items up to 15kgs.

- Possess the physical ability to carry out shelving duties such as frequent bending, reaching/stretching, squatting and repetitive lifting.

- Standing for long periods at a time in teaching and learning environments.

Selection Criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

A. A degree, normally with two or more years subsequent relevant experience or extensive experience (e.g., Associate Diploma with at least 4 years subsequent relevant experience), leading to either the development of specialist expertise or to the development of broad knowledge in a technical fields; or equivalent level of knowledge gain through any other combination of education, training and/or experience.

B. A strong service focus, including demonstrated ability to be both responsive and proactive in the provision of efficient services.

C. Expertise and currency in maintaining, deploying and administrating the latest digital media technology with demonstrated expertise skills, in one of the following
   i. Video production
   ii. Digital Audio production; or
   iii. Online environments.

D. Demonstrated ability to provide advice, solutions and information to other team members that help enhance the learning and teaching programs.

Desirable

E. Familiarity with the specialist software which includes the Adobe Creative Cloud or other production based tools.

F. Demonstrated project management or technology compliance experience.

G. Demonstrated experience supporting complex integrated enterprise environments and/or Industry experience with digital production pipelines and workflows

Information for Prospective Staff

Your Application

E-recruitment is the method by which CSU manages its recruitment processes and it is preferred that all applications be lodged using this method. Please refer to www.csu.edu.au/jobs/.

If intending applicants are unable to access this website, please contact the HR Service Centre on 02 6338 4884.

Staff Benefits

CSU is committed to providing an employment environment that fosters teamwork, innovation, reflective practice, continual learning, knowledge sharing and opportunities for staff to achieve their full potential. CSU is committed to providing a flexible working environment that encourages employees to live a balanced lifestyle, combining work and family responsibilities.

To find out more: http://www.csu.edu.au/jobs/working-with-us/benefits-and-rewards.

Essential Information for Staff

- All employees have an obligation to comply with all the University's workplace health & safety policies, procedures and instructions and not place at risk the health and safety of any other person in the workplace;

- All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace;

- All employees are to ensure the creation and maintenance of full and accurate records of official University business adheres to the University's Records Management Policies;   and

- All employees are expected to undertake an induction program on commencement.

Further information regarding the policy and procedures applicable to Workplace, Health and Safety and Equal Opportunity can be found on the CSU website http://www.csu.edu.au/division/hr/.

Further information regarding the policies and procedures of CSU can be found in the CSU Policy Library at: https://www.csu.edu.au/about/policy.

The following links are listed from CSU Policy Library on relevant specific policies:

- Code of Conduct
- Staff Generic Responsibilities Policy
- Delegations and Authorisations Policy
- Outside Professional Activities Policy
- Intellectual Property Policy