

Position description

Audio Visual and Educational Technology Manager

Department/Unit	Education Faculty Activities
Faculty/Division	Faculty of Education
Classification	HEW Level 8
Work location	Clayton, Berwick, and Peninsula campuses
Date document created or updated	6 September 2016

Organisational context

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu

The **Faculty of Education** is nationally and internationally recognised for excellence in teaching and research. Operating across three campuses, we offer a diverse and innovative curriculum that responds to international and local community needs, producing graduates who lead professional practice, public debate, policy and community action around the world.

Among our programs are undergraduate and Masters teacher education degrees in early childhood, primary and secondary education, and a wide range of postgraduate coursework and research degrees in education, counselling, psychology and educational and organisational leadership. We have a vibrant research culture, and we are known for our openness to multidisciplinary critical research and our commitment to finding solutions to the key educational problems of our time.

For more information about the Faculty, please visit our website: www.education.monash.edu.au

Position purpose

The Audio Visual and Educational Technology Manager provides strategic advice and operational management, guidance and direction to the faculty Teaching and Learning Spaces (TLS) across each of the campuses on which the faculty operates. The incumbent is responsible for the strategic management of audio visual and educational technology service provision and resourcing across the faculty as well as responsibility for developing, coordinating and facilitating relevant workshops and seminars to ensure effective utilisation of TLS resources to support high quality teaching and learning and research outcomes.

Reporting Line: The position reports to the Manager - Campus Support under broad direction and works with a degree of autonomy

Supervisory responsibilities: This position has supervisory responsibility for four staff members

Financial delegation and/or budget responsibilities: Responsible for oversight of the Faculty's SoftwareAudio Visual and Educational Technology budgets totaling approximately \$100,000

Key responsibilities

1. Provide strategic and operational management of the faculty Teaching and Learning Spaces (TLS) including providing expertise in management of resource and asset investment for all matters relating to audio visual and educational technologies
2. Identify and research emerging educational technology which will enhance the faculty's teaching and learning and research outcomes and assess the suitability of these technologies for integration within the faculty through the development of strategic plans and initiatives that align with and support the faculty's strategic goals
3. Manage and oversee the procurement and provision of hardware and software related audio visual and educational technology resources across the faculty to ensure hardware and software is fit for purpose
4. Develop and maintain detailed audio visual and educational technology briefing documents for faculty owned learning and teaching spaces including future replacement schedules and upgrade strategies for the purpose of knowledge sharing and documentation
5. Develop, implement and review policies and procedures for the faculty's audio visual and educational technology service provision to ensure compliance with University policies and procedures, as well as the achievement of best practice
6. Manage, promote and oversee the provision of audio visual and educational technology teaching services, resources and facilities across multiple campuses, including leading and facilitating training workshops and seminars for staff and students, to achieve best practice, maintaining fairness, equity and transparency throughout this process
7. Manage, develop and prepare reports, briefings and communication material for a range of audiences, including senior management to provide subject matter expertise. This includes conducting analysis of data, identifying trends in educational technology use and its impact on teaching, and developing recommendations for future improvements and investment
8. Build and sustain effective working relationships with senior staff and other stakeholders within the faculty and central divisions and portfolios to meet the strategic, operational, research, teaching and learning objectives of the faculty
9. Lead, manage and motivate the TLS team, including performance development, reviewing, improving and implementing procedures and processes which support quality outcomes for the faculty

Key selection criteria

Education/Qualifications

1. The appointee will have:
 - postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Extensive knowledge, experience and understanding of audio visual and educational technology and its use in an educational setting
3. Extensive experience in designing, leading and facilitating educational technology training and change initiatives, including proven significant experience in providing strategic and high level advice to senior management
4. Excellent written and verbal communication skills and the proven ability to provide clear, comprehensive and relevant information to a range of audiences, including the ability to work effectively with a diverse range of stakeholders
5. Extensive experience in managing and planning resource use, staff workloads and demonstrated ability to lead and motivate the team to achieve agreed goals
6. Exceptional analytical, judgement, decision making and problem solving skills together with proven track record in process design, implementation and review
7. A high level of computer literacy, including expert skills in the use of Microsoft Office, Adobe Creative Cloud and familiarity with web page administration and development

8. Demonstrated capacity to think laterally and analyse and understand complex issues that may require considerable interpretation, and apply knowledge, experience and expertise to deliver solutions

Other job-related information

- Travel (e.g. to other campuses of the University) may be required
- There may be peak periods of work during which the taking of leave may be restricted
- Making an appointment to this position is subject to a satisfactory Police Records Check

Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.