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| **Position Description** |

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| **AV Systems Engineer** | |
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| **Position No:** | NEW |
| **Business Unit:** | Information Services |
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| **Division:** | Cloud Infrastructure and Service Delivery |
| **Department:**  **Classification Level:** | Digital Futures  HEO7 |
| **Employment Type:** | Fixed Term |
| **Campus Location:** | Bundoora |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits> |

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

**Position Context/Purpose**

As the AV Systems Engineer you will assist the AV Design Engineer in the design and commissioning of audio-visual systems, provide recommendations on the configuration and operation of these systems and provide instruction to customers by way of training, signage, and maintaining a knowledge base. You will work with the AV design engineer, project managers, builders, and integrators to plan and manage the implementation timeline, facilitate, and delegate tasks necessary to bring the system to completion, training, and handover to the customer. Your goal is the final sign off and acceptance by the customer of a new audio-visual installation.

**Duties at this level will include:**

* Prepare AV system designs, including equipment installation locations, elevations, and schematics to be approved by the AV Design Engineer.
* Prepare clear, complete, accurate working plans, layouts, schematics, and detail drawings from rough or detailed sketches, notes, consultant briefs and direct customer consultation regarding their audio-visual requirements.
* Provide guidance to customers and consultants, applying your substantial audio-visual theoretical knowledge and experience to a range of issues and circumstances that require considerable interpretation.
* Responsibility for AV installations, including providing direction to consultants, Integrators, Installers, on priorities, procedures, systems, budgets, performance, and quality control, in technical complexity scenarios.
* Provide input for job costing, time plans and fee preparation activities in consultation with the AV Design Engineer.
* Create and update all documentation including customer manuals, guides, knowledge articles, asset records, and network patching schedules for each project.
* Anticipates customer needs/requests, develop, and delivers user training, documentation, and guides. Identify opportunities and facilitating change management.
* Negotiates solutions where a range of interests must be accommodated, often requiring working with contributors with different areas of expertise.
* Applies theoretical knowledge or management or policy expertise to bring together diverse and sometimes conflicting information to solve new or one off problems, to develop innovative methodologies, to analyse a situation and propose new responses or solutions or to take a leading role in the application of proven techniques involving considerable theoretical and technical sophistication.
* Responsible for independently monitoring, reviewing, and developing procedures in own functional area. Able to cross specialist, organisational or functional boundaries to co-ordinate actions and propose initiatives.

**Essential Criteria**

**Skills and knowledge required for the position.**

* An undergraduate degree in any area relevant to the position with at least 4 years subsequent experience; or extensive experience and management expertise; or an equivalent alternate combination of relevant knowledge, training and/or experience.
* 3+ years of experience in an audio-visual role, with technical and customer facing responsibilities.
* Excellent interpersonal skills, especially the capacity to work collaboratively and cooperatively in small teams.
* Demonstrated organisation and problem-solving skills, with an ability to manage several different projects concurrently.
* Demonstrated skills in research, evaluation or interpretation of data.
* Demonstrated high level of self-motivation and personal management skills.
* Ability to apply theoretical knowledge to bring together diverse and sometimes conflicting information to solve problems.
* Proven experience communicating and presenting technical solutions to end-users.
* Experience with a technical drawing software, demonstrated experience in creation of AV design drawings and AV component selection.
* Ability to prepare and deliver user documentation and training in the operation of AV systems.
* Proven experience and training with Crestron, Extron, AMX, Biamp, Q-SYS and Logitech would be highly regarded.

**Capabilities required to be successful in the position**

* Ability to work collaboratively, demonstrate inclusivity and tailor communication in a way that is meaningful to the audience – consistently modelling accountability, connectedness, innovation and care.
* Demonstrated creative and critical thinking, ability to generate ideas to solve local problems and recommend improvements to current work practices.
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* Ability to learn and adapt to the latest technology developments in the ever-evolving audio-visual industry.

**Essential Compliance Requirements**

To hold this La Trobe University, position the occupant must:

* hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
* take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.
* Victorian Drivers Licence (Motor Car)
* AVIXA CTS certification favourable.

**Other Information**

The position description is indicative of the initial expectation of the role and subject to changes to university goals and priorities, activities or focus of the job.

**Position Flexibility**

La Trobe University is committed to providing a diverse, inclusive, and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

**Why La Trobe:**

* Develop your career at an innovative, global university where you’ll collaborate with community and industry to create impact.
* Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
* Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you’ll join exceptional people, partners and communities, who power our operations with ambition and purpose.

We are forward-looking and culturally inclusive. We continuously review, improve and transform our processes to embrace new, flexible approaches. That means you’ll always have the opportunity to succeed and make a difference.

**La Trobe’s Cultural Qualities:**

Text, letter

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For Human Resource Use Only

Initials: Date: