University of Edinburgh

1. Job Details

Job title: Technical Resources Project Manager
School/Support Department: IS/MALTS
Line manager: Technical Resources Manager

2. Job Purpose

To ensure the operational management of the audiovisual services provided by the Technical Resources Section and to advise the Technical Resources Manager on strategic issues. This post includes responsibility for the project management of major audiovisual installation and refurbishment projects.

3. Main Responsibilities

1. **Project Manage major audiovisual installation and upgrade projects within specified budgets. Develop a specification and technical solution with users. Design, procure and implement the solution with external suppliers, architects, mechanical and electrical consultants and staff in other University service departments in particular Estates and Buildings and the Network Services Team of EUCS.**

   **Approx. % of time:** 40

2. **Manage on a day to day basis the Technical Resources Section providing classroom and conference support, installation projects and maintenance including the allocation and deployment of staff to technician teams and locations.**

   **Approx. % of time:** 40

3. **Appraise new developments in audiovisual equipment and systems to provide a knowledge base to guide MALTS, Colleges, Schools and Support Services in the selection of audiovisual equipment and systems.**

   **Approx. % of time:** 10

4. **Identify and recommend enhancements and additions to the suite of services provided by MALTS. Plan rolling replacement cycles for MALTS equipment.**

   **Approx. % of time:** 10

4. Planning and Organising

Regular meetings between the Technical Resources Manager and the post holder will be used to agree overall objectives but the post holder will plan their own work, and oversee the work planning of those they supervise. They will identify resource implications of planned activities and bring those forward for discussion at planning meetings. Major installation projects require multidiscipline teams work to tight timescales with a high probability of problem issues, the post holder must be innovative and flexible in planning and organising to minimise delays and maximise workflow.

5. Problem Solving

The design of complex audiovisual installations which are easy and intuitive to use but at times installed in inappropriate locations requires novel and imaginative solutions to be deployed. Allocate
resources to ensure that long term and short-term projects remain on track and are delivered to time and on budget while maintaining day to day service.

6. Decision Making

The postholder will operate under a system of outline policy developed through discussions with the Technical Resources Manager. They will take whatever action is necessary to best ensure the reliability and delivery of services. They have full delegated responsibility to take immediate and high level independent action. Managers plan expansion and consolidate existing services requiring both vision and attention to detail.

7. Key Contacts/Relationships

The role of project manager is to ensure best practise in the installation and use of audiovisual equipment across the university including improving access to video and audio material for those with disabilities. This involves discussion and reasoned persuasion with colleagues from academic teams and from support and planning groups particularly those with limited budgets.

8. Knowledge, Skills and Experience Needed for the Job

The Project Manager requires an HND and at least six years experience of major audiovisual systems. They must be skilled in both project and man management, and must understand institutional planning and budgeting processes. They will have substantial knowledge of a wide range of audiovisual equipment and systems and a detailed understanding of complex system design and installation procedures. As a key member of multidiscipline project teams alongside external architects and consultants excellent communication skills are essential.

9. Dimensions

Supervision of ten audiovisual technicians based at George Square, Kings Buildings and Holyrood.

MALTS is responsible for the installation, maintenance and support of equipment and systems in over 200 centrally resourced teaching rooms in addition to the provision of temporary installations and loan equipment. Project manages over seventy installation projects a year with budgets varying from £3-4K to major new build projects with equipment values of ~£200K. In 2005 the total value of installation project equipment budgets was ~£750K. This post takes a lead in major installations.

10. Job Context and any other relevant information

This job contributes to the strategic goal of excellence in education. The efficient delivery of AV services and refurbishment and installation projects on time and on budget is essential to the smooth operation of learning and teaching spaces.