CANDIDATE PACK

Head of Audio Visual & Classroom Technologies

Digital and Technology Services

UNIVERSITY OF WESTMINSTER



OUR **UNIVERSITY**

Under the inspirational leadership of Professor Peter Bonfield OBE, the University of Westminster is a place where discoveries are made, barriers are broken, diversity is celebrated and where everyone is welcome. Serving more than 21,000 undergraduate, postgraduate, apprentice and executive students, our mission is to transform the lives of young people from all backgrounds. We seek to make the world a more inclusive, sustainable, better and healthier place through our educational, research and knowledge exchange endeavours.

Since our founding in 1838 we have stood out as innovators, committed to tackling social inequalities. In 2021, our University ranked 2nd in England out of more than 100 higher education institutions for social mobility. The ranking - produced by the Institute for Fiscal Studies and the Sutton Trust – compares the number of students from low-income backgrounds at universities, and the extent to which their studies helped them to move up the income ladder. Westminster has the second highest performance among universities in England.

As we focus forward to 2029, we will continue to do so in a way that is true to our progressive, compassionate and responsible values. Our education offer will be more personalised and authentic, giving students from all backgrounds an opportunity of transformative learning, helping them succeed in their studies and professional lives. Our curriculum will be employability-linked, leading to stronger outcomes and helping prepare our graduates for the world of work and for life. Our research and knowledge exchange will enable us to maximise our positive impact on societies in the UK and around the world in an environment where everyone is inspired to succeed. Our priorities of wellbeing, inclusion and sustainable development will help us as we navigate through the challenges and opportunities towards 2029.



OUR PRIORITIES

The University's 2022-2029 strategy, Being Westminster, sets us apart and builds on our unique history and achievements. In our University, we value social justice, moral conscience, inclusivity and equality, acting positively together to make change for good.

The University of Westminster has three priorities.

WELLBEING

Working and studying together at Westminster as a community of students and colleagues is a big part of our lives – doing so in an environment that places our wellbeing front and centre helps us to be safe and feel safe. We care for the safety, health and wellbeing of those around us as well as ourselves.

INCLUSION

All Westminster, colleagues and students are in a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and is a place where harassment and discrimination are not tolerated. As a responsible institution, we strive to ensure and to champion equality. As a progressive institution, we take pride in our diversity. As a compassionate institution, we commit to an inclusive culture that allows students and colleagues to reach their full potential.

SUSTAINABLE DEVELOPMENT

We take inspiration from the 17 United Nations' Sustainable Development Goals (SDGs) in how we drive our actions and activities and governance across our University. As a community, we bring together our collective energies to play our part in addressing the climate crisis and inequalities to enable a more sustainable and socially just world. We are one of the top 20 universities in the world in SDG 5 for providing equal access and supporting the academic progression of women. We are one of the top 25 universities in the world in SDG 10 tackling economic, health based and international inequalities. We are in the top 50 universities in SDG 12 for promoting resource and energy efficiency, having a sustainable infrastructure, and providing access to basic services for all.



OUR OBJECTIVES **2022-2029**

Against a backdrop of a changing and challenging higher education environment, the University has recently completed a major review of its objectives and strategy, and has published its commitments for the period 2022-29.

EDUCATION

We will offer personalised and authentic education, underpinned by an inclusive curriculum, to enable all our students, from all backgrounds, to engage in transformative learning and to succeed in their studies and professional lives. We will address global, political, and social challenges through a relevant demand-led and forward-looking portfolio. We will do this by offering authentic teaching, learning and assessment modes which immerse students in the wider-world through live projects, work-based learning and global opportunities. We will invest in our people to enable all teaching colleagues to plan and deliver exceptional learning experiences and professional colleagues to offer exceptional support. Students will be empowered by working in partnership with colleagues and fellow students to shape the Westminster experience. We will develop an integrated physical and digital environment that supports excellent practical, active and collaborative learning for all our students.

RESEARCH AND KNOWLEDGE EXCHANGE

Research and knowledge exchange are fundamental to our commitment to making a positive difference to the world and transforming lives. We are committed to research in four priority areas: Diversity and Inclusion; Health Innovation and Wellbeing; Sustainable Cities and the Urban Environment; Arts, Communication and Culture. Our excellence in research and knowledge exchange will infuse our education endeavour, inspiring and equipping our students as agents of change locally as well as globally. We will continue to grow our community of PhD researchers, ensuring that the Westminster postgraduate research experience remains sector leading and the foundation for great careers. In knowledge exchange we will focus on engagement with government, business and with the public and local community. We will achieve more when we identify shared interests and build partnerships with our communities and collaborate for the public good with a clear civic purpose.

EMPLOYABILITY

We will ensure that all our students benefit from employability-led learning and purposeful engagement with employers, business and industry, to give students from every background the best possible preparation for the world of work and enable the best possible employability outcomes. We will do this through the further extension and embedding of programmes such as work-based and placement learning; the Westminster Employability Award; Westminster Working Cultures; mentoring; and student enterprise. Employability-related learning will be a core and critical part of the courses and curriculum we offer, right across the University. It will be front and centre of life at the University for students and colleagues.



A key priority will be the development of a dedicated Centre for Employability and Enterprise at 29 Marylebone Road, intended to transform our student experience and our engagement with business, industry and employers. The Centre will provide a game-changing experience through which undergraduate and postgraduate students from across Westminster will come together and practise enterprise; develop an entrepreneurial mindset and skills; access training, work, projects, business advice and mentoring; and connect directly with employers. The future-focused environment of the Centre will scale up our employability provision, helping our students to be 'fit for the future' in the most challenging of post-pandemic labour markets and economic environments. It will strengthen links between our UK-based and international employer partners and our motivated, bright, work-ready students, affording employers access to a diverse mix of people right for the needs of the contemporary workforce.

GLOBAL ENGAGEMENT

We will raise the international reputation and reach of the University, ensuring that 30% of our undergraduate community and 70% of our taught postgraduates come to us from overseas. Overseas partnerships will remain central to our global engagements. We will prioritise the outward mobility of our students to partner institutions, Contributing to students' development of employability skills and competences. We will extend and deepen our Trans-National Education relationships. These partnerships, particularly that with Westminster International University in Tashkent, will move beyond franchised or validated arrangements to embrace employability, alumni-related research, CPD and knowledge exchange connections.



OUR STRUCTURE

ACADEMIC STRUCTURE

Our structure is built to deliver an enhanced learning environment, stronger and broader industrial, international and professional connections and pioneering and impactful research. The University comprises three Colleges:

Westminster Business School

- School of Organisations, Economy and Society
- School of Finance and Accounting
- School of Applied Management
- School of Management and Marketing

College of Creative Arts and Technologies

- School of Architecture and Cities
- Westminster School of Arts
- School of Computer Science and Engineering
- Westminster School of Media and Communications

Liberal Arts and Sciences

- School of Social Sciences
- Westminster Law School
- School of Humanities
- School of Life Sciences

The University Executive Board comprises:

- Vice Chancellor and President
- Deputy Vice Chancellor (Employability and Global Engagement)
- Deputy Vice Chancellor (Education and Students)
- Deputy Vice Chancellor (Research and Knowledge Exchange)
- Chief Operating Officer and University Secretary
- Three Heads of College

PROFESSIONAL SERVICES

Our Professional Services teams support the effective and professional delivery of our teaching, research and knowledge exchange and the management of student residences and sports facilities.

- Academic Registry
- Business Engagement and Graduate Futures Directorate
- Digital and Technology Services
- Estates
- Finance and Commercial Activities
- Global Engagement
- Global Recruitment, Admissions, Marketing and Communications
- Graduate School
- People, Culture and Wellbeing
- Research and Knowledge Exchange Office
- Strategy, Planning and Performance
- Student and Academic Services
- Learning Innovation and Digital Engagement



JOB DESCRIPTION

Job Title: Head of Audio Visual & Classroom Technologies
Reports to: Director of Digital & Technology Services
Department: Digital and Technology Services
Grade: L1

ROLE PURPOSE

To provide strategic leadership, overall delivery, governance, operational ownership management and continuous improvement of the University's audio visual, classroom, teaching space and collaboration technology services, ensuring that learning environments and technology-enabled activities are reliable, secure, accessible, sustainable, intuitive and continuously improved in support of teaching, learning, research, engagement and an excellent student and colleague experience. To have overall responsibility for ensuring a planned and University wide approach to Audio Visual and Classroom Technology ensuring an overall strategy which is aligned to University wide priorities, meets appropriate governance and legislative requirements and is in line with wider business needs. The role holder will act as senior role within Digital Technology Service (DTS) to ensure appropriate cross working and driving forward of the Audio Visual and Classroom Technology strategy and operational improvements.

PRINCIPAL ACCOUNTABILITIES

1. Lead on the strategic planning, development and management of all aspects of Audio Visual, including develop, maintain and implement the University's Audio Visual and Classroom Technology Strategy and roadmaps, ensuring that investment priorities, technology standards and capabilities align with the University's Being Westminster strategy, wider DTS strategies and drive forward improvements in teaching, learning, research, events and professional services outcomes. Ensure that appropriate operational requirements, policies and systems are embedded across the University, working within challenges and constraints of a large and complex multi-site organisation.

2. Provide strategic ownership and governance of audio visual, classroom and collaboration technology services, having overall responsibility for ensuring that technologies are secure, resilient, accessible, sustainable, compliant, cost-effective and continuously improved throughout their lifecycle and that end of life planning is taken into account. This also includes developing and driving forward a process of review and improvement and ensuring that the audio visual, classroom and collaboration technology services lifecycle works in conjunction with wider DTS and University wide timelines and priorities and is able to deliver a fit for purpose service for the future.

3. Develop and maintain high performing AV and classroom technology services, ensuring effective service levels, operational performance, support, maintenance, incident management, upgrades, refresh programmes and end-of-life planning.



4. Establish and drive standards for AV design, classroom technology, asset management and service delivery, ensuring consistent, inclusive and high-quality learning, collaboration and event environments across the University. To be responsible for ensuring that this is embedded and well understood across the University.

5. Lead and have overall responsibility for the planning, prioritisation and delivery of AV and classroom technology projects, investment programmes and campus modernisation initiatives, working in partnership with Estates, Capital Projects, consultants and suppliers to deliver successful outcomes. Working with senior colleagues across the University as required to ensure initiatives are appropriate and aligned to wider business needs and University priorities.

6. Provide strategic oversight of technology-enabled events and innovation initiatives, ensuring professional delivery standards whilst evaluating emerging technologies, including AI-enabled learning technologies, immersive environments, extended reality, virtual production and smart campus solutions.

7. Work in partnership with enterprise architecture, infrastructure, networking, cyber security, data protection, accessibility and health and safety specialists to ensure alignment across the University and that AV technologies comply with agreed standards, regulatory requirements and institutional policies.

8. Lead strategic supplier, commercial and financial management for AV and classroom technologies, including procurement, contract management, budget control, lifecycle investment planning and value realisation from technology investments. To set strategies for ensuring high performing supplier relationships and value to money, monitoring and actively managing external relationships, tracking agreed service levels and performances and ensuring strategic future plans for changes and improvements to ensure high performance and value for money is the standard.

9. Lead, develop and motivate a high-performing and inclusive AV and Classroom Technology team, whilst acting as the University's technical authority for AV technologies and contributing as a member of the Technology Leadership Team through strategic insight, stakeholder engagement and collaborative leadership. Support and manage colleagues to ensure that they are able to discharge their duties to the best of their ability, ensuring that their performance and development needs are considered and supported effectively and embed a common ethos of high-quality customer led service delivery.

10. Undertake any other duties within their competence, as determined by the Director of Digital & Technology Services from time to time, provided that such duties are reasonable and broadly appropriate to the grade of the post.



CONTEXT

Digital & Technology Services delivers and supports technology services for the University's students, academic colleagues and professional services. The Head of Audio Visual & Classroom Technologies operates in a complex environment in which teaching spaces, collaboration platforms and event technologies must remain reliable, secure, accessible and responsive to changing pedagogic and institutional needs.

The role leads the full lifecycle of audio visual, classroom and collaboration technologies, including strategy, standards, design, implementation, operational support, maintenance, refresh, supplier management and retirement. It works closely with academic schools, professional services, Estates, Capital Projects and specialist technology, security, accessibility and health and safety functions. The role is accountable for AV and classroom technology services and associated technical standards.

All of our roles are designed against the backdrop of our Being Westminster strategy, which sets out the University's strategic aims, priorities and objectives. The University requires all post holders to have an understanding of individual health and safety responsibilities and an awareness of the risks in the work environment, together with their potential impact on both individual work and that of others.

Job holders are expected routinely to provide reasonable short-term cover for their line manager or colleagues during temporary absence, annual leave or short-term sickness, without additional payment. Any longer-term assumption of materially higher-graded responsibilities will be managed through the University's relevant arrangements.

DIMENSIONS

- **Staffing:** Leadership and line management of the AV and Classroom Technology team, including responsibility for developing the future operating model, technical capability and resilience of the function.
- **Budget:** Accountability for operational and capital budgets, lifecycle replacement planning, business case input, maintenance contracts, procurement and value for money from AV and classroom technology investments.
- **Scope:** Strategic and operational responsibility for the University's audio visual, classroom, teaching space, collaboration and technology-enabled event services, associated suppliers, standards, roadmaps and lifecycle governance.
- **Hours:** 35 hours per week. The post holder may be required to work evenings or weekends where operational, event or project needs demand, by prior arrangement.
- **Location:** All University appointments are made on the understanding that colleagues may be asked to serve at any of the University's sites should the need arise and must work in accordance with agreed service levels.
- **Professional development:** The University is committed to continuous professional development, and the post holder will be encouraged to participate in professional activities and develop new skills where necessary.



PERSON **SPECIFICATION**

QUALIFICATIONS

Essential

- Degree-level qualification or equivalent substantial professional experience.

Desirable

- Certified Technology Specialist (CTS) or CTS-D certification.
- ITIL qualification.
- Project, programme or Agile management qualification.
- Relevant collaboration, AV, vendor, leadership or management qualification.

TRAINING AND EXPERIENCE

Essential

- Significant successful leadership experience managing enterprise AV, classroom or collaboration technologies in a large and complex organisation.
- Significant experience of developing and implementing AV or classroom technology strategies, standards, roadmaps and lifecycle plans across a large multi-site organisation.
- Extensive successful experience of delivering and supporting teaching space, presentation, lecture capture, video conferencing, event or related AV technologies.
- Experience of leading multidisciplinary technical and operational support teams and developing capability, resilience and succession.
- Extensive experience of leading large-scale AV infrastructure, refurbishment, refresh or campus technology projects.
- Experience of supporting a range of technology-enabled teaching, learning, events or conferences including large scale and bespoke needs.
- Good experience of supplier, contract, budget, procurement and commercial management including understanding financial management and producing budget forecasts
- Experience in the effective management of third-party suppliers to achieve desired service levels and value for money
- Successful demonstrable experience of service improvements within a large complex organisation.
- Experience of delivering successfully within the constraints of a large, complex/multisite organisation and overcoming associated challenges.
- Experience in successfully managing services to deliver effectively against agreed expectations and service levels. Experience of service management in an ITIL-based or comparable environment.
- Experience of engaging, influencing and building trusted partnerships with executive and senior stakeholders.

Desirable

- Experience of working in higher education or another complex, highly regulated environment.
- AVIXA or other relevant professional certification.



APTITUDES, ABILITIES AND PERSONAL ATTRIBUTES

Essential

- Proven ability to deliver and respond to high-level service demands within a required resource envelope.
- Proven ability to develop and implement successful operational plans.
- Ability to align AV and classroom technology services and investment with organisational objectives and measurable outcomes.
- Comprehensive knowledge of enterprise AV systems, classroom technologies and collaboration platforms.
- Knowledge of classroom presentation systems, lecture capture, video conferencing, interactive displays, teaching podiums, digital signage and flexible learning environments.
- A good understanding of professional audio, projection, LED and large-format display technologies.
- Understanding of AV-over-IP, networked media and the infrastructure required to support connected AV technologies.
- A good understanding of service management, asset management, design standards and technology lifecycle governance.
- Knowledge and understanding of cyber security, data protection, digital accessibility, software licensing, business continuity and health and safety requirements as they apply to AV installations and services.
- Excellent communication, presentation, influencing, negotiation and stakeholder management skills.
- Ability to lead, coach and motivate a high-performing, inclusive team.
- Strong analytical, problem-solving and decision-making capability in complex and ambiguous environments.
- Strong customer focus and ability to drive continuous improvement, innovation and service excellence.
- Strong financial, supplier and commercial management capability.
- Strategic, proactive and future-focused approach.
- Collaborative and inclusive working style, with integrity, professionalism and accountability.
- Results-oriented and committed to excellent, accessible and user-centred services.
- Resilient and able to work effectively in a changing technology environment.
- Commitment to continuous learning and improvement.
- Fully committed to a stimulating learning and working environment that is supportive and fair, based on mutual respect and trust, and in which harassment, sexual misconduct, discrimination and victimisation are neither tolerated nor acceptable.
- Commitment to the wider strategic goals of the University.
- Ability to inspire confidence and motivate others.
- Passion for innovation in teaching, learning and collaboration technologies
- Willingness to work outside normal hours on occasion where operational, event or project needs require, by prior arrangement.
- Willingness to provide reasonable short-term cover for colleagues or the line manager during temporary absence



Desirable

- Knowledge of immersive learning environments, extended reality, virtual production, AI-enabled learning solutions and smart campus technologies.
- Knowledge of the higher education teaching and learning environment.



FURTHER INFORMATION

VACANCY TYPE

This post is available on a permanent, full time (1 FTE) basis.

SALARY

Salary will be £68,582 - £76,466 per annum (Incl. LWA).

LOCATION / SMART WORKING

This post is based at our Wells Street. Office.

The University has adopted Smart Working principles to support and further our Equality, Diversity and Inclusion aims of being an inclusive, collaborative and flexible employer. Further details of Smart Working can be discussed at interview stage including any hybrid working.

RIGHT TO WORK

The Home Office requires all employers to ask all potential employees for supporting documentation to confirm that they are legally permitted to work in the United Kingdom. This applies irrespective of the duration or tenure of the contract. Please note that a right to work check will need to be carried out in line with Home Office guidance if you are to be offered this position. This will need to be completed prior to a formal written offer of employment being made to you.

If you do not currently have the right to work in the UK, we would encourage you to consult the UK Visas and Immigration website for further information. Depending on the role and if the relevant criteria are met, the University may be able to provide sponsorship. This would be discussed further should you be offered the post. Please note that sponsorship is not guaranteed for every role due to immigration rules and eligibility restrictions.

PENSION SCHEME

The post is superannuable under the Local Government Pension Scheme (LPFA).

EQUALITY, DIVERITY AND INCLUSION

At the University of Westminster, diversity, inclusion and equality of opportunity are at the core of how we engage with students, colleagues, applicants, visitors and all our stakeholders.

We are fully committed to enabling a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.

BENEFITS

The University offers a range of wellbeing and work-life balance benefits to recognise and reward the essential contribution our colleagues make to success and growth. Our benefits are inclusive for colleagues of all backgrounds including LGBTQ+ colleagues, disabled colleagues, pregnant colleagues, parents and carers, as well as colleagues of all genders, age, ethnicities,



nationalities, religion and beliefs, and marriage and civil partnership status. Information on our benefits can be found at our **Benefits Webpage**

FREE SPEECH COMPLAINTS SCHEME

The Office for Students (OfS) operates a free speech complaints scheme. Under that scheme, the OfS can review complaints about free speech from non-student members, staff, applicants for academic posts and (actual or invited) visiting speakers. The scheme is free to use. Information about the complaints that the OfS can review is available on its website [www.officeforstudents.org.uk/for-providers/freedom-of-speech/free-speech-complaints/].

HOW TO APPLY

To apply for this vacancy, please visit our vacancies page where you will be able to register as a candidate and complete your online application.

You will be requested to upload a CV which will be used to populate relevant sections of your application. You will also be requested to complete a concise statement in support (ideally no longer than 1000 words), addressing the criteria in the Person Specification and your motivation for applying.

Please note that the application form contains an equality, diversity and inclusion section which must be completed. This information will not be made available to the selection panel and will not form any part of either the shortlisting or decision-making process.

The deadline for receipt of applications is 11.59pm on 30 November 2026.

Interview date will be communicated.

You will be fully informed of the outcome of your application.





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