

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: MEDIA SERVICES

Level D, Pay Grade 12

LEVEL DEFINITION	This level covers positions responsible for providing managing a department providing a full range of media services.
TYPICAL RESPONSIBILITIES	May include: developing long-term strategic plans; allocating human, financial and physical resources; developing long-term goals; developing and implementing broad policies; directing a management team responsible for the delivery of a full range of media services; developing projects and overall strategies for the application of media technologies to the teaching and learning activities of the university.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding strategic planning, budgeting and the allocation of all resources.
SUPERVISION RECEIVED	Works with full latitude within a mandate. Work is reviewed in terms of achievement of long-term strategic goals.
SUPERVISION EXERCISED	Manages staff directly and indirectly through subordinate managers.
MINIMUM QUALIFICATIONS	Post graduate degree in a relevant discipline. Minimum ten years of related experience, or the equivalent combination of education and experience.

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