

Position: Courtroom Technology Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 198	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers / Division of Administration/ Information Technology Services Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Courtroom Technology Officer reports to the Head of Information Technology Services Unit.

Main Tasks and Responsibilities:

- To deputize for the Head of ITSU as and when required;
- To lead the AV team by overseeing and managing its projects, daily tasks and the distribution of work, and by acting as the first line manager of the staff of the AV team;
- To coordinate the effective provision of audio visual direction services in the courtroom;
- To ensure that all court rules and processes are strictly adhered to including witness protection measures and control of access to audio visual materials;
- To manage the Audio-Visual Director, the AV Technician and IT Technician assigned to court room support duties;
- To act as the focal point for court room support;
- To collaborate with the Networking Engineers, IT Helpdesk and the Head of Unit to provide input on the selection and use of technical solutions for the courtroom;
- To manage staff shifts and attendance to ensure that each court session is effectively staffed;
- To organize the prompt delivery of audio visual production work by assigning the available technical resources;
- To operate and control all audio visual systems during court sessions in order to record the events occurring in the courtroom (Equipment will include multiple robotic cameras, automation and control systems, digital audio systems, presentation systems, witness protection measures, external feeds, videoconferencing and other technical and audio visual systems as required.);
- To use the systems available to present and record a balanced view of the proceedings;
- To contribute to the selection of formats and technical specifications suitable for presenting the audio visual record of courtroom proceedings to the archive, the general public and to TV, radio and other media outlets;
- To identify technical issues and contribute to fault resolution;
- To produce audio visual materials such as audio or video presentations as required;
- To procure audio visual technical systems and services;
- To participate in change management processes as required;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

- Successful completion of University studies of at least three (3) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree.

AND

- A minimum of seven (7) years of relevant professional experience, after having fulfilled the education requirements, of which at least three (3) years at the supervisory/management level.

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Audio Visual Production, Broadcast Production or other related university studies;
- A minimum of four (4) years of experience in a lead role in a complex Audio Visual environment encompassing a broad range of AV technologies including multiple robotic cameras, document cameras, digital audio conference systems, voice and facial distortion measures, video conferencing, outside broadcast;
- Practical experience as an Audio Visual Director in a professional multi camera, multi input environment, preferably within a legal organization;
- Capacity to maintain focus and concentration during long court sessions;
- Technical training in Audio Visual Technology;
- Knowledge of audio visual technologies in a courtroom environment, cameras, recording equipment, directors systems, and presentation aids;
- Ability to schedule and manage staff in a high availability environment demanding the utmost in discretion and confidentiality;
- Effective time management skills including ability to prioritize and manage a high workload on occasions;
- Excellent interpersonal skills and the ability to establish trusted working relationships;
- Ability to function reliably in a live environment often in the public eye;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity, ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- International experience, particularly in an international organization or a hybrid court system;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Understanding of the political, cultural, and security situation of the Balkans, in particular Kosovo.