POSITION DESCRIPTION

Position Title: Electronics Service Technician
Organisation Unit: Faculty of Science
Position Number:
Type of Employment: Full Time, Continuing
Classification: Hew Level 5

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.

V6.2 October 2017
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniqest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

The Faculty of Science is one of the largest and most diverse faculties within the University of Queensland and within Science Faculties across Australia. It unites the disciplines of agriculture, biological sciences, chemistry, earth sciences, food sciences, geography, marine science, maths and physics, planning, the environment and veterinary science.

With strong links between the enabling and applied sciences, UQ researchers and graduates in the Faculty of Science are working on a diversity of ground breaking projects ranging across topics such as the molecular characterisation of drug resistant bacteria, through to environmental rehabilitation and sustainable urban development.

The units within the Faculty of Science are internationally recognised and their teaching and research successes create a stimulating environment within which the Faculty staff work.

The Faculty is managed by the Executive Dean, who has direct responsibility for the physical, financial and human resources, academic matters relating to programs and students, and a range of other areas such as the development of research, national and international marketing, and enhanced government, business and community links.

Information about the Faculty and the School may be accessed on the Faculty’s web site at http://www.uq.edu.au/science

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

To support the Faculty of Science Workshop in providing high quality, technically orientated support to workshop clients and technicians. This role provides support in a variety of activities including construction, liaison, technical advisory, laboratory and electronics and electrical service duties.

Duties

Duties and responsibilities include, but are not limited to:

- The manufacture, installation, commission, and troubleshooting and repair of a wide range of equipment and teaching aids for undergraduate and research programs within the University.
- Liaise with clients across the University, in order to meet their technical requirements.
• Provide technical leadership and advice to both clients and workshop colleagues in all areas concerning Teaching and Research.

• Perform a variety of electronics and electrical service duties; including but not limited to
  o Perform functional checks to determine equipment status
  o Diagnose equipment faults
  o Source and order components required for repair and service tasks and follow up outstanding jobs and orders.
  o Carry out repairs using accepted trade practices on electronic devices.
  o Perform acceptance checks on new equipment
  o Provide Test and Tag service as required
  o Conduct repair or disposal evaluations on equipment as requested by clients.

• Service and maintain a variety of laboratory pipettes

• Ensure all work is performed to a high standard and appropriate record keeping is maintained

• Maintain a clean work environment

Administration

• Any other duties as reasonably directed by your supervisor

Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
• the University's Code of Conduct

• requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School

• the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures

• requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships
The position reports to the Electronics, Electrical and Optical Workshop Supervisor.
SELECTION CRITERIA

**Essential**

- Qualifications and training equivalent to a TAFE Diploma, trade qualification or an equivalent combination of relevant experience and/or education/training.
- Minimum 3 years’ experience in an electronics and/or electrical workshop or related environment.
- Must have sound understanding of good workshop practices and high commitment to safe working practices
- Specialist skills in the maintenance and repair of electronic equipment
- Excellent interpersonal skills including the ability to communicate effectively with clients by telephone, email and in person
- Ability to prioritise own workload, work independently and meet deadlines
- Demonstrated diagnostic skills

**Desirable**

- Electro-mechanical experience desirable (replace bearings, fabricate and repair chassis’ etc)
- Driver’s license

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University's Diversity and Inclusion webpage ([http://www.uq.edu.au/equity](http://www.uq.edu.au/equity)) for further information and points of contact if you require additional support.

**This role is a full-time position**

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.