



Position Description

College/Division:	College of Science
Faculty/School/Centre:	Research School of Astronomy and Astrophysics
Department/Unit:	Siding Spring Observatory
Position Title:	Night Assistant
Classification:	ANU Officer Grade 4/5 (Technical)
Position No:	19019
Responsible to:	Senior IT Officer
Number of positions that report to this role:	0
Delegation(s) Assigned:	NA

PURPOSE STATEMENT:

The position of Night Assistant supports astronomers in conducting observations on the Anglo-Australian Telescope (AAT) by running the telescope and the associated instruments, and providing support as required to other telescopes at Siding Spring Observatory (SSO).

The AAT is operated by the Research School of Astronomy and Astrophysics (RSAA) of the Australian National University (ANU) on behalf of a consortium of Australian universities. It is located at Siding Spring Observatory (SSO) near Coonabarabran, NSW. SSO is Australia's largest optical observatory, hosting the AAT, the UK Schmidt Telescope, the 2.3-metre telescope, the SkyMapper telescope, and various other national and international telescopes.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

Under the general direction of the Senior IT Officer, and in collaboration with the heads of RSAA technical and academic departments, Night Assistants operate the AAT at night and are responsible for the safety of personnel who enter the AAT building at night.

The Night Assistant will maintain a close working relationship with the AAT electronics team as well as other specialist technical and trades staff, academics and students at RSAA, and more broadly with staff in related fields across the University. Night Assistants are expected to maintain a high level of awareness of operational procedures and safety.

Role Statement:

Under the general direction of the Senior IT Officer, the Night Assistant will:

- Operate the telescope and, if required, AAT instruments between sunset and sunrise.
- Provide observing support to visiting and remote observers.
- Monitor the health of the telescope and instruments, including responding to and resolving faults that occur during the night, seeking expert assistance as needed, and maintaining records relating to all faults.
- Keep a log of all observations, archive all data taken with the instrument, and maintain the night log.
- Ensure the thermal environment of the telescope is maintained at a consistent level.
- Assist in the production of telescope and instrument documentation providing improvements and recommendations that will aid users with technical issues.
- Act as the building warden between sunset and sunrise.
- Provide support as required from time to time for other facilities at SSO.
- Perform other observatory related work commensurate with their skills during non-observing periods, including but not limited to writing reports, investigating faults, and updating documentation.
- Maintain awareness of work, health and safety legislation and support a safe work environment for staff and/or contractors through the implementation and use of safe work procedures and reporting incidents, exposures, hazards or health and/or safety concerns in accordance with University procedure.

- Comply with all ANU policies and procedures, and in particular those relating to work, health and safety and equal opportunity.
- Undertake other duties as required, consistent with the classification of the position as required.

SELECTION CRITERIA:

- Tertiary Education with a strong technical and/or scientific component or an equivalent combination of relevant experience and education. Working knowledge of astronomy, telescopes, and observational techniques, or previous experience as a night assistant at a professional astronomical observatory is highly desirable.
- Demonstrated ability to operate and monitor complex technical equipment and to report and diagnose equipment faults within a scientific/technical environment.
- Well-developed interpersonal and communication skills, both written and verbal, including the ability to consult, negotiate and liaise effectively with a diverse range of stakeholders both internal and external to the University.
- A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

ANU Officer Levels 4 and 5 are broadbanded in this stream. It is expected that occupants will progress to the higher levels within the broadband subject to gaining greater knowledge, skills and experience reflected in the primary descriptors.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

Supervisor/Delegate Signature:	Chris Ramage	Date:	September 2024
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References:

[General Staff Classification Descriptors](#)



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	College of Science	Dept/School/Section	RSAA
Position Title	Night Assistant	Classification	ANU Officer 4/5 (Technical)
Position No.	19019	Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input checked="" type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	work at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
Organizing events	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input checked="" type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					
Supervisor/Delegate Name:		<i>Chris Ramage</i>	Date:	<i>September 2024</i>	