



Position Description

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

PURPOSE STATEMENT:

Siding Spring Observatory (SSO) is home to Australia's largest optical observatory, supporting research for the Australian National University's Research School of Astronomy and Astrophysics (RSAA), consortium members of the Anglo-Australian Telescope (AAT), and several national and international telescopes.

The Electronics Technician directly supports high-quality research by designing, installing, and maintaining electronic and electro-mechanical equipment at the Observatory.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

Reporting to the Electronics Manager, and working in a small team, the Electronics Technician provides specialist support for electronic and electro-mechanical equipment and scientific instruments in support of telescope operations at the Observatory. They will be expected to hold and maintain an awareness of current technologies in electronic systems.

They will maintain professional working relationships with a variety of cross-functional staff, academic staff and students at the AAT, RSAA and more broadly with staff in related fields across the University.

Role Statement:

Under the general direction of the Electronics Manager, the Electronics Technician will:

- Perform fault finding, repair, and maintenance on a broad range of electronic and electro-mechanical equipment and scientific instruments ensuring all equipment is ready for use.
- Assist with electronic upgrades to instruments, as well as other complex systems upgrades at SSO telescopes.
- Contribute to the design, construction, and modification of electronic circuitry.
- Maintain a sufficient inventory of all electronic components and other equipment.
- Prepare documentation, reports, and recommendations associated with electronic facilities.
- Support general operations, including but not limited to actively participating in instrument and top end changes, aluminising, supporting observers, and repairing/maintaining telescopes.
- Participate as a team member in setting up the instruments and telescopes to work for observing on a day to day basis.
- 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 procedures.
- Undertake other duties as required, consistent with the classification of the position and consistent with the principles of multiskilling.
- Comply with all ANU policies and procedures, and particularly those relating to work, health and safety and equal opportunity.

SELECTION CRITERIA:

- A Certificate IV, associate diploma, or equivalent combination of relevant experience and education/training. A current driver's license is essential.
- Demonstrated ability to fault find and maintain and repair a broad range of electronic equipment at the component level and an operational level within a scientific environment.
- Excellent written and oral communication skills with the demonstrated ability to work individually and harmoniously as part of a team and the capacity to liaise effectively with staff, students, and contractors from a diverse range of backgrounds and experience.
- Well-developed organisational skills with demonstrated experience working to deadlines, prioritising own work, and using initiative and judgement in the achievement of operational outcomes.
- 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 at the higher levels within the broadband occupants, through experience, will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level and that more time will be spent on the more complex functions of the position.

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 Name:	Christopher Lidman	Date:	12 July 2024
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References:

[General Staff Classification Descriptors](#)



Australian
National
University

Pre-Employment Work Environment Report

Position Details

College/Div/Centre	College of Science	Dept/School/Section	RSAA, SSO
Position Title	Electronics Technician	Classification	ANU Officer 4/5 Technical
Position No.	TBC	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

<ul style="list-style-type: none"> • 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 type="checkbox"/>	<input checked="" type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	work at heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Organizing events	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>			
radio frequency	<input 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:	Christopher Lidman		Date:	12 July 2024	