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POSITION DESCRIPTION

Senior Technical Officer - Electronics

Position Level	5/6
Faculty/Division	UNSW Canberra
Position Number	00030495
Original document creation	11/07/2022

Position summary

This Technical Officer sits within the School of Engineering and Information Technology (SEIT) and the Technical Support Group (TSG) which is responsible for the delivery of engineering and technical support to the teaching and research activities within SEIT.

The position provides technical support to the teaching and research activities within the school, principally through design, development, commissioning and repair of electronics and electronic systems. An individual may have and exercise both trade and laboratory skills.

This Technical Officer role reports to the laboratory Task Supervisor Scheduler. At the direction of their supervisor the position may also be required to report to another member of the academic or professional staff regarding a particular task or project. Apprentices may report to this position as directed.

Accountabilities

At Level 5

- Undertake design, manufacture, fabrication, installation, repair and modification of circuit boards, equipment and systems of complexity appropriate to the level as per specifications from drawings, sketches and/or written or verbal instructions.
- Operate and maintain the teaching and research facilities within an assigned area of responsibility.
- Provide technical advice, guidance, assistance and feedback to academics, technical professional staff and students during their teaching, support, and research projects.
- Be responsible for a task, including setting priorities and, where specifically directed, maintain oversight of other staff contributing to the task.
- Provide consistent and regular feedback to customers and the Task Supervisor Scheduler on the progress of tasks.

- Assist in the planning and management of SEIT's Technical Operations.
- Complete tasks assigned by the relevant Task Supervisor/Scheduler and/or a relevant project team leader in accordance with the assigned schedule of work.
- Perform other duties consistent with the classification of the position, as directed, and in accordance with the processes and procedures defined by the school.
- Provide coverage in other areas when directed.
- Coordinate and undertake a range of administrative tasks consistent with the classification of the position and the requirements of the work area.
- Apply a detailed knowledge of policies and procedures in day-to-day work.
- Provide effective mentoring to junior members of technical staff.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health & safety of yourself or others.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).

At Level 6

In addition to Level 5 above:

- Undertake high level and in-depth design, manufacture, fabrication, installation, repair and modification of circuit boards, equipment, and systems to specifications from drawings, sketches and/or written or verbal instructions.
- Coordinate plan and project manage technical projects in consultation with all relevant stakeholders and technical support staff.
- Coordinate the day-to-day technical operations of the Electronics Workshop and other electronics facilities
- Contribute to team leadership, including positively influencing peers within the TSG, technical group leaders and the Technical Support Group customer base.
- Interpret, advise on and contribute to the development and implementation of policies, systems, manuals, rules, procedures and guidelines.
- Provide effective supervision in workshop areas as required.

Skills and Experience

At Level 5:

- Completion of an electronics related Diploma with at least 2 years subsequent relevant experience, or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- Demonstrated ability in the accurate soldering of high pin count surface mount, and through hole electronic components plus a demonstrated competency in the assembly of electronics cabling.

- Demonstrated ability and competency in the design and repair of analogue or digital circuit boards and electronic equipment, including the use of electronic design and automation tools plus a demonstrated competency in the use of electronic test and measurement equipment.
- Demonstrated experience in embedded microprocessor/microcontrollers and/or computer programming.
- Demonstrated ability to work both independently and effectively within and across teams to build relationships with colleagues, and internal and external stakeholders to deliver on outcomes within prescribed deadlines.
- Good written and verbal English communication skills, with a demonstrated ability to communicate and interact effectively and respectfully with people from widely differing backgrounds at a technical level.
- Knowledge of health and safety responsibilities and EEO principles and a commitment to attending relevant health and safety training.

At Level 6

In addition to Level 5 above:

- An electronics related Diploma plus extensive technical experience comprising specialist and technical management roles, or a relevant degree with subsequent relevant experience, or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- Demonstrated leadership and supervisory experience and/or project management experience plus an ability to manage moderately complex tasks with a high degree of autonomy.
- Demonstrated ability to apply, interpret, advise on, and contribute to the development of policies, systems, manuals, rules, procedures and guidelines.

Progression criteria

Progression to a higher level within a broadbanded position is not automatic and requires support of the supervisor and approval by Senior Management.

The following is required before progression can be approved:

- The incumbent will be expected to have reached the top step of Level 5 prior to progression to Level 6; and
- The incumbent will be expected to have been at the top step of Level 5 for 12 months prior to progression to Level 6;
- Criteria for progression to Level 6 will be based on satisfactory performance of all responsibilities and behaviours at Level 5, and a demonstrated capacity and ability to take on the responsibilities and the behaviours of the position at Level 6; and
- Work at Level 6 is available and required by the work unit on an ongoing basis.

Pre-employment checks required for this position

- Qualification Check
- Criminal History Check
- Identification Check
- Working with vulnerable people

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.