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| ANU_LOGO_mono black_FA.jpg | Position Description |

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| **College/Division:** | ANU College Sciences |
| **Faculty/School/Centre:** | Research School of Astronomy and Astrophysics |
| **Department/Unit:** | Siding Spring Observatory |
| **Position Title:** | Senior Technical Officer |
| **Classification:** | ANU Officer 7 (Technical) |
| **Position No:** | 6111 |
| **Responsible to:** | SSO Director |
| **Number of positions that report to this role:** | 2 |
| **Delegation(s) Assigned:** | D6 |

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| **PURPOSE STATEMENT:**  The Research School of Astronomy and Astrophysics (RSAA) is Australia’s premier optical/infrared astronomy department with headquarters at Mount Stromlo Observatory near Canberra and with telescopes at Siding Spring Observatory (SSO) in New South Wales. Siding Spring Observatory is home to many active research telescopes and includes the 2.3m telescope, the Skymapper telescope and the 3.9m Anglo-Australian Telescope.  The RSAA conducts international astronomical research in areas of exoplanets, stellar and galactic systems, and cosmology. This is supported by a broad technical program operating at SSO and the development of state-of-the-art instrumentation for Australia’s current and future astronomical telescopes.  **KEY ACCOUNTABILITY AREAS:**  **Position Dimension & Relationships:**  Under the broad direction of the SSO Director and School Manager, and in collaboration with the heads of RSAA technical and academic departments, the Senior Technical Officer will undertake the general management of the SSO Technical Section and supervise the SSO technical team in maintaining telescopes and support infrastructure at Siding Spring Observatory. The occupant of this position must develop and maintain effective working relationships with all ANU staff as well as staff from other organisations represented at SSO, and personnel external to the observatory. The Senior Technical Officer will be required to provide after-hours support, and assist with site issues and emergencies when necessary.  **Role Statement:**  Under the broad direction of the SSO Director, the Senior Technical Officer will:   1. Manage the SSO Technical Section and supervise technical staff in the performance of their general and technical responsibilities and obligations. 2. Manage, coordinate and perform the preparation and validation of telescope and instrument systems and ensure compliance with observers' requirements, and provide observer support and advice as required to first time users and students. 3. Manage, coordinate and perform maintenance on telescope systems, instrumentation, ancillary and test equipment and associated mechanical and computing systems. 4. Evaluate, recommend and perform detailed design, construction, assembly, installation, validation and documentation of electronic/electrical equipment and systems. 5. Manage, coordinate and undertake the investigation, resolution and documentation of observer complaints. 6. Evaluate, recommend and develop new and innovative operational maintenance techniques, procedures, tests and documentation to ensure the continued efficient operation of telescope systems. 7. Act as RSAA’s first point of contact for emergencies at ANU telescopes and RSAA related site issues at SSO. 8. Represent RSAA at relevant local, state, and commonwealth government meetings and University committees, and provide assistance as required with publicity, outreach activities and community involvement in major events such as Open Days, VIP visits and key astronomical opportunities. 9. Comply with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity. 10. Perform other duties consistent with the classification of the position.   **Please Note:** This position may require work outside of the normal span of hours and/or working in enclosed spaces. This position will require the occupant to hold a valid driver’s license. |

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| **SELECTION CRITERIA:**   1. Degree with a strong electronics component, Certificate of Technology in Electronics or equivalent training with relevant experience in Mechanical, Optical and IT Support. Working knowledge of astronomy and observational techniques and requirements is highly desirable. 2. Demonstrated experience in:    * 1. The design, construction, and maintenance of analogue and digital electronics and electro-mechanical equipment, and trouble shooting and rectifying causes of failure of such equipment.      2. The use of Computer Aided Design (CAD) for electronic circuit design and printed circuit board (PCB) layout.      3. Programmable Logic Controllers and real-time computer controlled equipment. 3. Demonstrated proficiency in supervising, leading, mentoring and training technical support staff to prioritise work and meet deadlines. 4. Highly 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. 5. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context. | | | |
| **Delegate Signature:** |  | **Date:** |  |
| Printed Name: |  | **Uni ID:** |  |

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| **References:** |
| [General Staff Classification Descriptors](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_5) |

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|  | Pre-Employment Work Environment Report |

# Position Details

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| **College/Div/Centre** | CPMS | **Dept/School/Section** | RSAA, SSO |
| **Position Title** | Senior Technical Officer | **Classification** | ANU07 (Technical) |
| **Position No.** | 6111 | **Reference No.** |  |

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

1. This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
2. This form is used to advise potential applicants of work environment issues prior to application.
3. Once an applicant has been selected for the position consideration should be given to their inclusion on the University’s Health Surveillance Program where appropriate – see . http://info.anu.edu.au/hr/OHS/\_\_Health\_Surveillance\_Program/index.asp Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training\_and\_Development/OHS\_Training/index.asp
4. ‘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

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| 1. 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 |  |  |  |  | laboratory work |  |  |  |
| lifting, manual handling |  |  |  |  | work at heights |  |  |  |
| repetitive manual tasks |  |  |  |  | work in confined spaces |  |  |  |
| catering / food preparation |  |  |  |  | noise / vibration |  |  |  |
| fieldwork & travel |  |  |  |  | electricity |  |  |  |
| driving a vehicle |  |  |  |  |  |  |  |  |
| **NON-IONIZING RADIATION** |  |  |  |  | **IONIZING RADIATION** |  |  |  |
| solar |  |  |  |  | gamma, x-rays |  |  |  |
| ultraviolet |  |  |  |  | beta particles |  |  |  |
| infra red |  |  |  |  | nuclear particles |  |  |  |
| laser |  |  |  |  |  |  |  |  |
| radio frequency |  |  |  |  |  |  |  |  |
| **CHEMICALS** |  |  |  |  | **BIOLOGICAL MATERIALS** |  |  |  |
| hazardous substances |  |  |  |  | microbiological materials |  |  |  |
| allergens |  |  |  |  | potential biological allergens |  |  |  |
| cytotoxics |  |  |  |  | laboratory animals or insects |  |  |  |
| mutagens/teratogens/  carcinogens |  |  |  |  | clinical specimens, including blood |  |  |  |
| pesticides / herbicides |  |  |  |  | genetically-manipulated specimens |  |  |  |
|  |  |  |  |  | immunisations |  |  |  |
| **OTHER POTENTIAL HAZARDS (please specify):** | | | | | | | | |

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| **Supervisor’s Signature:** |  | **Print Name:** | **Dr Milica Symul** | **Date:** |  |