

# Position Description

## Senior Technical Officer, Electrical and Electronics



<b>Faculty/Portfolio</b>	Faculty of Science, Engineering and Built Environment
<b>School/Centre</b>	School of Engineering
<b>Basis of Employment</b>	Full-time (36.75 hours per week) and continuing
<b>Primary Location of Work</b>	Geelong Waurm Ponds Campus
<b>Classification</b>	HEW 6
<b>Reporting Line</b>	Technical Coordinator – Polymer Printing, Mechatronics and Electrical Engineering

### ABOUT DEAKIN

Deakin University is proud to be recognised as an organisation that offers a friendly, supportive and challenging working environment. Our staff are committed to making a genuine difference to people’s lives through excellence in education and research. We acknowledge the importance of providing a dynamic and diverse working environment and offer variety in day-to-day roles as well as professional development opportunities to assist staff to grow and progress their careers. Deakin University staff have the opportunity to interact with colleagues from a diverse range of cultures and professional backgrounds, all of whom share a common interest in lifelong learning.

Deakin is Australia’s sixth largest university and number one in Victoria for student satisfaction – a ranking of which we are very proud. Deakin University operates five campuses; the Cloud Campus, Melbourne Burwood Campus, Geelong Waurm Ponds Campus, Geelong Waterfront Campus, and the Warrnambool Campus. We have four corporate centres in Melbourne’s CBD, and at the Burwood, Waterfront and Waurm Ponds campuses, as well as offices in India, China and Indonesia.

### WHY WORK FOR OUR UNIVERSITY?

[School of Engineering](#)

[Faculty of Science, Engineering and Built Environment](#)

[Benefits of working at Deakin](#)

[Deakin’s Strategic Plan – LIVE Agenda](#)

### DEAKIN’S PROMISE TO EQUITY, DIVERSITY AND INCLUSION

At Deakin we value diversity, embrace difference and nurture a connected, safe and respectful community. Deakin is an Employer of choice for Gender Equality, a proud member of the SAGE Athena SWAN program seeking gender equity for Women in STEM, and a bronze award holder in the Australian Workplace Equality Index for LGBTI inclusion. We strongly encourage applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sex and genders.

## POSITION OVERVIEW

The primary purpose of the Senior Technical Officer – Electrical Engineering is to provide a high standard of technical support to the academic, teaching and research programs, in the Electrical engineering discipline of the School of Engineering to ensure that the practical and administrative services are provided in an efficient manner. Additionally, expertise will be provided to research staff and students in the operation of specialised electrical engineering equipment and laboratory safety.

### Key Relationships:

<b>Internal</b>	<ul style="list-style-type: none"><li>• Staff - academic, technical and administrative</li><li>• Students – undergraduate and postgraduate</li><li>• Other Deakin Faculties or Portfolios as required</li></ul>
<b>External</b>	<ul style="list-style-type: none"><li>• Suppliers and repairers of equipment, materials etc.</li><li>• Industrial partners</li><li>• Primary and Secondary School students and staff via outreach activities</li><li>• Community members</li><li>• Staff members from other universities</li></ul>

## PRIMARY RESPONSIBILITIES

- Provide highly specialised technical services, expertise, and high-level support to staff and students in the electrical and electronic engineering discipline and other disciplines within the School as required. This could include development and design of complex experiments, equipment and procedures for teaching, research and industry, including the use of high-end engineering software and the development of written procedures.
- Proactively ensure that teaching objectives and graduate learning outcomes are achieved by working collaboratively and in consultation with academic staff for the development of practicals for units including project based teaching units and for assistance with laboratory work for/with project students.
- Manage a teaching or research laboratory or a field station including staffing and physical resource allocation and area timetabling, overseeing demonstrators and managing casual staff members through peak periods of student loads as necessary.
- Ensure the equipment is maintained to a safe and high standard by exercising advanced diagnostic skills on sophisticated equipment or systems and liaise with outside service engineers for major repairs. This includes maintaining consumable stock levels for uninterrupted service and supply to our clients.
- Ensure the implementation and compliance of all University policies that relate to the areas for which the position is responsible, in particular those relating to, occupational health and safety, risk management, a safe working environment for all persons involved in the area; including responsibility for managing internal Lab audits, development, and delivery of appropriate laboratory OH&S induction programs and that laboratory equipment is maintained and operated to a safe and high standard.
- Any other duties as directed, commensurate with the scope and classification of the position

## ABOUT YOU

To be successful at Deakin you are willing to enthusiastically embrace the Deakin Offer and Promise as expressed in the Deakin University Strategic Plan, and must share the University's values.

You will be a person who is ambitious for Deakin University's success and optimistic about its future; and will display diligence, have great resolve and a focus on producing results.

## SELECTION CONSIDERATIONS

### Qualifications and Experience:

- An equivalent combination of training and experience or a post-secondary qualification in Electrical and Electronics Engineering
- Current experience in Electrical and Electronic engineering or related disciplines.
- Creative problem solver with an innovative outlook and ability to solve complex technical problems.

### Capabilities and Personal Attributes:

- A high level of knowledge of in the electrical, high voltage and renewable energy engineering laboratories including a broad knowledge of Engineering design and the use of engineering software, such as Matlab, Labview, Simulink or similar and MS-Office
- Demonstrated ability in programming PLC and SCADA systems and working on control systems.
- Demonstrated ability to design and construct customised laboratory equipment.
- Demonstrated ability to maintain, troubleshoot and repair equipment
- Demonstrated ability to identify, analyse and solve complex technical problems
- Knowledge of OH&S principles and an understanding of the requirements for safety when working with students, staff and members of the public
- Proven capability to work positively and effectively as part of a collaborative work team, to accommodate and work well with different working styles and to work independently where required
- Demonstrated communication and interpersonal skills with the ability to produce clear and accurate communications that are appropriate for their intended audience, including the ability to work with, supervise and train technical and research staff and students.

### Desirable

- Programming in PSIM and PSpice
- Technical aptitude for working with engineering equipment
- Facilities management, organisational and time management skills

## SPECIAL REQUIREMENTS

- Victorian Driver Licence
- Working With Children Check.

## DISCLAIMER

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.