



Australian
National
University

Position Description

College/Division:	ANU College of Science
Faculty/School/Centre:	Research School of Astronomy and Astrophysics
Department/Unit:	Anglo-Australian Telescopes (AAT) Unit
Position Title:	Electronics Manager
Classification:	ANU Officer Grade 7 (Technical)
Position No:	New
Responsible to:	Operations Manager
Number of positions that report to this role:	3
Delegation(s) Assigned:	

PURPOSE STATEMENT:

Operated by the Research School of Astronomy and Astrophysics, the Anglo-Australian Telescope (AAT) and the UK Schmidt Telescope (UKST) are located at Siding Spring Observatory (SSO) near Coonabarabran, NSW. Siding Spring Observatory 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 AAT, and several national and international telescopes.

The Electronics Manager directly supports high- quality research by overseeing the operations of the electronics team responsible for designing, installing and maintaining experimental equipment and apparatus for the research program.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Electronics Manager provides electronics design, development and maintenance expertise for the research areas. The role will also be expected to maintain a high level of awareness of current technologies in electronics systems and will assist with the training of staff and students in these fields.

Reporting to the Operations Manager, the Electronics Manager will supervise the Electronics team and maintain a close working relationship with the Instrumentation and Telescopes team as well as a variety of cross functional staff, academic staff and students within the AAT, RSAA and more broadly with staff in related fields across the University.

Role Statement:

Under the broad direction of the Operations Manager, the Electronics Manager will:

1. Manage the operations of the Electronics team including all associated instrumentation and telescope systems, ensuring all maintenance and design services provided by the team are performed in a pro-active and consistent manner.
2. Supervise the Electronics team, including supporting staff career development, knowledge sharing, monitoring workloads, and managing staff performance.
3. Act as the first point of contact for all University staff, students and visitors as well as external clients and contractors on electronic matters related to AAT facilities.
4. Coordinate and perform fault finding, repair and maintenance on a broad range of specialised electronic and electro-mechanical equipment on scientific instruments ensuring all equipment is ready for installation on the telescope.
5. Manage electronic upgrades to the AAT's flagship instruments as well as other complex system upgrades to the telescope.
6. Assist researchers in identifying needs and limitations in developing or modifying research instrumentation and control equipment.
7. Support the general operations of the AAT and UKST including but not limited to making a significant leadership contribution to instrument changes and aluminising activity, supporting observers, repairing and maintaining telescopes, managing the duty technician roster, and contribute to the formulation of the Telescope schedule.

8. Produce and/or review reports and recommendations associated with electronic facilities.
9. 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.
10. Comply with all ANU policies and procedures, and in particular those relating to work, health and safety and equal opportunity.
11. Undertake other duties as required, consistent with the classification of the position and in line with the principles of multiskilling.

SELECTION CRITERIA:

1. A scientific/technical degree with relevant electronic experience or extensive technical management expertise or equivalent combination of relevant experience and education/training.
2. Extensive demonstrated ability to design, construct, test, diagnose and repair a broad range of electronic equipment within a scientific environment.
3. Demonstrated supervisory or managerial experience, with an ability to coach and mentor staff, to prioritise workloads and to lead the team to deliver on challenging objectives in a timely manner.
4. Excellent written and oral communication skills with the capacity to consult, negotiate and liaise effectively with staff, students and contractors from a diverse range of backgrounds and experience.
5. Well-developed organisational skills with demonstrated experience working to deadlines in the achievement of operational outcomes, utilising initiative and judgement.
6. A demonstrated high level understanding of equal opportunity principles and a commitment to the application of EO policies in a university context.

Delegate Signature:

Date:

April 2018

Printed Name:

Position:

References:

[Professional Staff Classification Descriptors](#)