

Position Title	Technical Officer (Electronics)
Group/Portfolio	Griffith Sciences Electronics Workshop
Classification	HEW Level 5
Position Number	00040821
Reports To	Technical Manager (Electronics Workshop)
Employment Type	Continuing, full-time

1.0 Position Purpose

Griffith Sciences teaching and research rely on high quality laboratory and field equipment. The Griffith Sciences Electronics Workshop provides valuable electronics repair, design and manufacturing services to the Griffith University community.

This position is required to provide professional electronics/electrical/mechatronics repair, and manufacturing services, to staff and students of Griffith Sciences and Griffith University. A high standard is achieved through careful attention to client needs and drawing on the collective experience and skills of the Electronics Workshop team.

2.0 Eligibility Requirements

- Completion of a post-trade certificate or advanced certificate and extensive relevant experience in applied electronics/mechatronics or a combination of relevant experience and/or education/training. Eligibility to obtain a Queensland Restricted Electrical Work Licence.

3.0 Key Responsibilities

- Provide professional, high quality electronics advice and support to Griffith Sciences staff and students including, but not limited to:
 - Manufacturing of equipment to supplied specifications in accordance with relevant policies, procedures.
 - Repair of equipment, such as ovens, water bathes, stirrers, and heaters to restore functionality. Repairs are carried out onsite across all campuses or in the workshop.
 - Electrical Test and Tag of equipment.
 - Conduct trouble shooting, fault finding diagnostics and provide appropriate recommendations/solutions.
- Implement time management principles, including costing, planning and multitasking, and renegotiate unexpected disruptions with stakeholders to achieve timely, quality outcomes within agreed budgetary provisions.
- Maintain detailed, accurate documentation in accordance with workshop guidelines, policies and procedures, including: stock management, project management, electrical

safety compliance, and finance.

- Work cooperatively with other staff and students in a safe and constructive manner and respond consistently in a timely manner to all client enquiries.
- Ensure compliance with relevant legislation and University policies and procedures, including equity and health & safety, laboratory standards and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the **Leads Self** section of our [Capability Development Framework](#).