Position Title	Technical Officer (Electronic and Electrical)
Group/Portfolio	School of Engineering and Built Environment
Classification	HEW 5
Position Number	00040802
Reports To	Senior Technical Officer, Brisbane South (Nathan)
Employment Type	Continuing

1.0　Position Purpose

This position reports to the Senior Technical Officer at the Brisbane South (Nathan) campus and is responsible for providing technical support to staff and students in the School of Engineering and Built Environment. The focus will be on providing specialist electronic and electrical laboratory and workshop support to teaching and research programs undertaken by disciplines within the school. This role involves collaboration with various University service elements, including Health, Safety and Wellbeing, Campus Life and external stakeholders.

2.0　Eligibility Requirements

- A Degree in Electronic/Electrical Engineering or an equivalent combination of relevant trade experience, training and skills with a minimum of 2 years' experience in a position demonstrating similar skills.

- An Open Unrestricted QLD driver's license and a restricted electrical licence are desirable.

3.0　Key Responsibilities

- Provide hands on electronic/electrical technical operations support to the assigned work area, including set up, service and dismantling of experimental apparatus, instrumentation and materials primarily for undergraduate laboratory practical classes. Pre-run experiments when required to ensure that effective operation and results are achieved. Assist with School and University promotional activities and events.

- Collaborate with course conveners, academic and research staff as well as Higher Degree Research (HDR) students with equipment requirements and subsequently liaise with external agencies and suppliers to procure the relevant materials utilising the university financial system.

- Undertake electronic manufacturing, mechanical prototyping, 3D printing, and laser cutting. Design and manufacture electronic and electrical related items for teaching and research projects as required

- Use various computer software including design and prototyping software,

Altium, SolidWorks, CAD/CAM, email, and the Microsoft Office suite.

- Actively participate in the use of design software used in electronics including PCB layout, analogue and digital circuit design, as well as embedded programming.

- Operate electronic and electrical equipment and instrumentation, whilst adhering to appropriate safety procedures. Maintain and review relevant Risk Assessments and Standard Operating Procedures (SOP's).

- Actively contribute to the improvement of teaching materials and laboratory-based activities to stay up to date with technological standards.

- Support academic staff in the set up and delivery of technical projects for small groups of students, dissertation projects and small workshop classes.

- Provide ad hoc technical support as required by the Senior Technical Officer to ensure the smooth delivery of teaching, research, and engagement outcomes across all disciplines within the School.

- Actively participate in team meetings by sharing ideas and contributing to discussions.

- Prioritise duties, communicate effectively and maintain a professional working standard under pressure and tight deadlines with minimal supervision. Work under broad direction, exercise initiative and achieve tasks both independently and as a team player.

- Lead and promote compliance with relevant legislation and University policies and procedures, including research ethics, 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.