

Position Title	Graduate Electrical Engineer
Group/Portfolio	Campus Life
Classification	HEW 5
Position Number	00057665
Reports To	Principal Electrical Engineer
Employment Type	Continuing

1.0 Position Purpose

The Graduate Electrical Engineer position is part of the Engineering Services team and works closely with the other Engineers, Engineering Staff, CWMP staff, Campus Facilities Managers and Major Projects and Planning staff. The role is to provide support to the Electrical Engineering team in developing future needs and supporting existing and new electrical equipment and services University wide. This includes HV, LV, UPS, emergency generators, photo voltaic arrays, lighting, emergency and exit lighting, fire alarm and detection, and power distribution systems. The role plays a part in the design and implementation of the University's electrical services infrastructure including liaising with relevant stakeholders to coordinate CCTV, security and data requirements.

2.0 Eligibility Requirements

The occupant of this position will hold a degree in Electrical Engineering recognised in Australia with knowledge of electrical systems within building services and HV installations.

3.0 Key Responsibilities

- Assist in developing briefs for new projects, reviewing drawings and inspecting site installations including system witnessing.
- Assist in the replacement of electrical assets.
- Review electrical drawings and documentation for projects and maintenance.
- Provide support in the installation, commissioning, and maintenance, of electrical equipment, metering systems. Maintain accurate records relating to the maintenance and operation of technical equipment.
- Update and maintain electrical services infrastructure information and

- projects documentation and provide regular progress reports.
- Maintain electrical software and databases for metering, emergency lighting and other systems.
- Investigate energy saving initiatives and prepare a business case for investment. Under broad direction, develop documentation, procure contractors and consultants and manage the implementation of initiatives.
- Support the Senior electrical engineer and Principal Electrical engineer and work closely with the other members of the Engineering Services team.
- Support and maintain compliance with relevant legislation and University policies and procedures, including equity and health & safety 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](#).