# Position Details

## Technical Services- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Mechanical or Electronics Technician – part-time |
| Job Reference | 73605 |
| Tenure | Indefinite, part time (0.6 FTE) |
| Salary Range | AU$85k - AU$96k pa (pro-rata for part-time) plus up to 15.4% superannuation |
| Location(s) | New Norcia Ground Station, Western Australia |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian and New Zealand Citizens currently residing in Australia * Australian Permanent Residents currently residing in Australia |
| Position reports to the | Maintenance and Operations Manager |
| Client Focus – Internal | 30% |
| Client Focus – External | 70% |
| Number of Direct Reports | 0 |
| Enquire about this job | Suzy Jackson via email [Suzy.Jackson@csiro.au](mailto:Suzy.Jackson@csiro.au) |
| How to apply | Apply online at <https://jobs.csiro.au/>  Internal applicants please apply via **Jobs Central**  If you experience difficulties when applying, please email [careers.online@csiro.au](mailto:careers.online@csiro.au) or call 1300 984 220. |

### Role Overview

The Mechanical or Electronics Technician works under broad supervision and guidance to provide technical support of equipment for spacecraft communications, including antenna drives, water cooling systems, RF equipment assemblies. This includes assisting in Mechanical and Controls systems maintenance activities and technical planning as well as providing basic level technical back up, fault finding and support to the station manager and other technical specialists.

Additionally, the position requires support of Launch and Early Orbit (LEOP) activities, including assisting with configuration, testing and operation of telemetry processing and recording systems and front end control systems prior to and during LEOP activities, and reporting of results.

The New Norcia Ground Station supports ground-based spacecraft telecommunications as part of the European Space Agency’s Tracking Stations Network (ESTRACK), under proposed contractual arrangements between ESA and CSIRO.

This position is part-time (0.6 FTE) and will require attendance at the station for five approximately 9 hour shifts per fortnight. The role supports launch activities that generally occur overnight.

### Duties and Key Result Areas

* Communicate effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Work as part of a small technical team and collaborate closely with other groups and clients, to carry out tasks in support of CSIRO scientific objectives.
* Assist with maintenance and installation activities, to ESA or manufacturers’ specifications, including:
  + - Commissioning, upgrading, testing, calibration and repair of equipment and subsystems associated with antenna Mechanical and Mechatronic systems, and antenna cooling systems.
    - Operational software programme maintenance and system administration in a secure networked computer environment.
* Provide support to the maintenance of equipment in other flight support areas.
* Provide support to operations of either front end control systems or telemetry processing and recording systems during launch and early orbit activities.
* Utilise UNIX and Windows based tools in support of these systems.
* Provide support for configuration management, including:
  + - Assist in the management of system drawings and schematics to reflect as-installed configurations
    - Maintain appropriate recordkeeping and other tools for version control of hardware/software in use in the systems.
* Assist in maintenance and technical planning, including:
  + - Under supervision participate in and provide support for system performance testing, data capture and analysis to assist with ESA development work and anomaly resolution.
    - Provide local support and facilitate the coordination, implementation and testing of ESA engineered solutions.
    - Use Computerised Maintenance and Management System (CMMS) based tools to maintain and improve where possible maintenance efficiencies and reliability of systems.
    - Participate in planning meetings.
* Maintain confidentiality when working with commercially sensitive information of CSIRO and/or research or commercial partners.
* Adhere to the spirit and practice of CSIRO’s Values, Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## **Selection Criteria**

***Please note:*** *Under CSIRO policy only those who meet all essential requirements can be appointed:*

***Pre-Requisites:***

1. **Education/Qualifications:** Diploma or Associate Diploma in Mechanical Engineering, Electronics & Communications or Electronics Engineering (or substantial progress towards attainment), or mechanical or electronics trade qualifications and solid relevant experience.
2. **Other Certifications:** A current Australian ‘C’ class driver’s licence (or equivalent).

***Essential Criteria:***

1. Knowledge of complex mechanical or electronic systems, with an emphasis on drives systems.
2. Significant work experience in electronics or mechanical diagnostics and demonstrated aptitude for advancing system knowledge.
3. Demonstrated ability to work well as part of a small technical team and carry out tasks autonomously.
4. Excellent communication skills, both written and oral, including the ability to anticipate the interests and knowledge level of an audience and present information and feedback accordingly.
5. A proven enthusiastic outlook, with a proactive approach to finding novel solutions to complex work problems.
6. Demonstrated ability to effectively manage a number of competing priorities simultaneously, and carry out non-routine tasks under broad direction from Senior Technical staff.

**Desirable Criteria:**

1. Experience with satellite tracking systems.
2. Comprehension of French language and willingness to undertake French language training.

## **Required Competencies**

1. **Teamwork and Collaboration:** Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues.
2. **Influence and Communication:** Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others reactions.
3. **Resource Management/Leadership:** Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.
4. **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
5. **Independence:** Recognises and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
6. **Adaptability:**Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.

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| **Special Requirements** |
| The successful candidate will be asked to obtain and provide evidence of a National Police Clearance or equivalent. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits. |
| This position requires: |
| working to a call-out roster (involving all technical staff) to provide out-of-hours coverage for critical equipment failures. |
| supporting pre-planned out-of-hours launch and early orbit activities*.* |

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) and [CSIRO Astronomy and Space Science](https://www.csiro.au/en/Research/Astronomy) for more information.

CSIRO is a values-based organisation.  In your application and at interview you will need to demonstrate behaviours aligned to our values of:

1. People First
2. Further Together
3. Making it Real
4. Trusted