

# Senior Electronics Engineer



*The purpose of this position is to design, build, install and maintain electronic systems that form part of scientific and industrial instrumentation for both science research and commercial reasons.*

<b>Reports to:</b>	Engineering/Electronics Workshop Supervisor
<b>Department:</b>	Laboratories, Collections and Workshop
<b>Group:</b>	Science
<b>Tenure:</b>	Permanent
<b>Location:</b>	Gracefield
<b>Direct reports:</b>	Nil
<b>Budget:</b>	Nil
<b>Career Path:</b>	Specialist
<b>Job Family:</b>	Operations, Data & Technology
<b>Career Step:</b>	Specialist 1 / Step 6
<b>Date:</b>	September 2023

## Position priorities and responsibilities

- Meeting purchasing requirements for electronics and some other specialist purchasing for other departments of GNS.
- Help manage storage, and health and safety aspects of the industrial lab.
- Assisting students to complete short term projects.
- Be a mentor/overseer to the junior electronics technician.
- Lead the computer aided design of schematics and printed circuit boards.
- Contribute to basic microprocessor software design.
- Undertake the development and training of the junior electronic technician.
- Undertake selection, sourcing and ordering of parts.
- Contribute to the development and testing of data acquisition systems.
- Undertake the preparation of documentation to support instrumentation electronics.
- Trouble shooting and repair of instrumentation electronics.
- Support the installation of instrumentation, both on and off-site including safety checks.
- Identify areas of commercial opportunity

## Responsibilities of all staff

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- Comply with all GNS Science policies and procedures.

- Contribute to making GNS Science a healthy and safe place to work by complying with the responsibilities and accountabilities outlined in the Health and Safety Management System Framework.

The responsibilities of this position will change over time to respond to changing needs. The incumbent will need the flexibility to adapt and develop as the company and its environment evolves.

## Key working relationships

### Internal:

- To work with Workshops colleagues, Lab Managers/Technicians & Scientists to facilitate lab and field equipment performance and capability to meet requirements.

### External:

- To liaise with external clients and suppliers as and when required.

## Person specification

### Skills, knowledge and attributes

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- Knowledge in electrical and electronic fields.
- Well-developed collaboration skills.
- Excellent communication and customer service skills.
- Be an effective team member.
- Develops, builds and maintains effective relationships with Māori, respecting obligations under Te Tiriti of Waitangi and interacting appropriately with Māori taking into consideration tikanga (customs) and kawa (protocol).

### Experience

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#### Essential:

- Previous experience in an electronics design & build environment.

#### Desirable:

- Experience in electronics design & build in industrial/ scientific research environment.

### Qualifications

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#### Essential:

- Electrical Service Technician certificate and Electrical Registration.

#### Desirable:

- NZ Certificate/Diploma in Electronics Engineering.

### Other requirements

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#### Essential:

- Full NZ drivers license.
- Be prepared to work on irradiating apparatus.
- Be prepared to undertake training in high voltage.

#### Desirable:

- Current First Aid certificate

- Forklift license

## Performance Dimensions

At a high level, GNS Science recognises six **Performance Dimensions**: three relate to technical capability, one relates to leadership (if applicable) and two relate to the *way we work*. Below are the general expectations that are the minimum standards expected of all staff. There are also expectations that specifically relate to the career step associated with the role; you can find these on GNS Online.

### Technical capabilities

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#### Scope, complexity and innovation

- Enduring commitment to maintaining and developing skills and knowledge in area of expertise.
- Both the ability and desire to apply appropriate rigour, principles and practices to deliver quality work in a cost-effective manner.
- Acts in a manner that conveys high personal and professional standards.
- Open to coaching and feedback – incorporates suggestions to find better ways of doing things (to improve own and GNS Science performance).

#### Contribution to GNS Science / profession

- Establishes and maintains effective and collaborative working relationships – with colleagues and external individuals and groups.
- Both the ability and commitment to work in a culturally responsive and inclusive manner; respecting and valuing the diverse perspectives of individuals and groups.
- Takes an interest in early career colleagues, graduates and students – provides coaching and/or mentoring as appropriate. Supports initiatives to promote science careers.
- Prevents harm to self and others by carrying out duties safely and responsibly.

#### Delivery of work

- The ability and commitment to deliver pieces of work and projects on time to required quality, cost and benefit parameters.
- The application of appropriate project management rigour, principles and practices to delivering quality projects in a cost-effective manner

### Behavioural expectations

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#### Manaakitanga – we do the right thing

Champions a positive working culture. Works and interacts with colleagues, external partners, stakeholders and customers in a way that is consistent with our values:

- We are **CONNECTED** in our purpose; with each other, with partners and stakeholders and with our communities.
- We are **INSPIRED** by our work to explore, challenge, innovate and aim higher.
- We are **EMPOWERED** to be our best – valued for our differences, encouraged to contribute and enabled to grow and develop.

#### Bicultural commitment

- As a Crown Research Institute, GNS Science is committed to partnering with iwi/hapū and Māori communities and agencies to achieve their science aspirations.
- We do this in a way that is culturally appropriate (**tikanga**) and honours Māori and non-Māori worldviews (**te ao**).

These expectations are intended to support and guide the development of individual staff.