

JOB SKILLS PROFILE GENERAL ADMINISTRATION (ALL POSITIONS)

The objective of the Job Skills Profile is to identify training, certifications and procedural requirements, as well as physical attributes required by an individual to undertake the role as described in the Position Description. It also ensures that a comprehensive induction process is completed for new employees, particularly in relation to WHS.

| ESSENTIAL RECRUITMENT REQUIREMENTS (copied/sighted/advised at interview) | |
|--|--|
| Requirements per Position Description | Pre-Employment Functional Assessment (if relevant) |
| Background Screening (relevant to role) | |

MANAGERS/SUPERVISORS SHOULD REFER TO THE TRAINING NEEDS ANALYSIS FOR ROLE SPECIFIC REQUIREMENTS

| MANDATORY TRAINING/CERTIFICATION | | | |
|----------------------------------|--------------------------|---------|--------------------------|
| Details | Completed | Details | Completed |
| Emergency Evacuation | <input type="checkbox"/> | | <input type="checkbox"/> |

| MANDATORY ON INDUCTION (to be completed within first month) | | |
|---|--------------------------|------|
| Details | Completed | Date |
| Alcohol & Drugs in the Workplace Procedure | <input type="checkbox"/> | |
| ICAC/Public Disclosure (Governance Induction) | <input type="checkbox"/> | |
| WHS Induction | <input type="checkbox"/> | |
| WHS Management System (WHS Corporate Induction) | <input type="checkbox"/> | |
| WHS Communication and Consultation Procedure | <input type="checkbox"/> | |
| WHS Corrective and Preventative Action Procedure | <input type="checkbox"/> | |
| WHS Electrical Safety Procedure | <input type="checkbox"/> | |
| WHS Emergency Management Procedure | <input type="checkbox"/> | |
| WHS First Aid Procedure | <input type="checkbox"/> | |
| WHS Hazard Management Procedure | <input type="checkbox"/> | |
| WHS Hazardous Manual Tasks Procedure | <input type="checkbox"/> | |
| WHS Incident Investigation & Reporting Procedure | <input type="checkbox"/> | |
| WHS Personal Protective Equipment & Clothing Procedure | <input type="checkbox"/> | |
| UV Radiation Inclement Weather Procedure | <input type="checkbox"/> | |
| WHS Workplace Inspection Procedure | <input type="checkbox"/> | |
| WHS Workplace Duress Alarm Procedure | <input type="checkbox"/> | |
| WHS Isolation/Lock Out Tag Out Procedure | <input type="checkbox"/> | |

| DETERMINED BY BUSINESS NEED (Training to be scheduled) | | | |
|---|--------------------------|--------------------------|---------------|
| Details | Required | Not Required | Training Date |
| CPR Refresher | <input type="checkbox"/> | <input type="checkbox"/> | |
| Driver Awareness | <input type="checkbox"/> | <input type="checkbox"/> | |
| Handling Aggression, Violence & Threats from the Public at Work | <input type="checkbox"/> | <input type="checkbox"/> | |
| Manual Handling | <input type="checkbox"/> | <input type="checkbox"/> | |
| LGA General Health Assessment | <input type="checkbox"/> | <input type="checkbox"/> | |
| Provide First Aid | <input type="checkbox"/> | <input type="checkbox"/> | |
| Skin Cancer Awareness & Prevention | <input type="checkbox"/> | <input type="checkbox"/> | |
| Worksite Assessments (office ergonomics) | <input type="checkbox"/> | <input type="checkbox"/> | |

Person Completing Job Skills Profile Analysis

| | | |
|-------|------------|-------|
| Name: | Signature: | Date: |
|-------|------------|-------|

Employee Acknowledgement to perform all requirements of Position

| | | |
|-------|------------|-------|
| Name: | Signature: | Date: |
|-------|------------|-------|

COMPLETED FORM TO BE RETURNED TO PEOPLE & CULTURE

| Details | Completed |
|---|--------------------------|
| Certificates and training details recorded in employee's Tech 1 profile | <input type="checkbox"/> |
| WHS Officer/Internal Return to Work Coordinator noted training requirements | <input type="checkbox"/> |
| Completed form filed in employee's file in ECM | <input type="checkbox"/> |

RELATED DOCUMENTS

- City of Holdfast Bay Training Needs Analysis
- City of Holdfast Bay WHS Training Plan
- Induction Checklist
- Medical Questionnaire
- Pre-Employment Functional Assessment
- Recruitment & Selection Procedures
- WHS Induction & Training Procedure

| Physical Attributes | | Frequency of Work | | | | |
|---------------------|---|-------------------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|
| Never | Zero | Never | Infrequent | Occasional | Frequent | Constant |
| Infrequent | Between 1 and 20 minutes per day | | | | | |
| Occasional | 20 minutes to 2.5 hours per day or up to 32 repetitions per day | | | | | |
| Frequent | 2.5 to 5 hours per day or 33-200 repetitions per day | | | | | |
| Constant | More than 5 hours per day or over 200 repetitions per day | | | | | |
| 1. | Sits at a desk or work station performing written or keyboard tasks. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. | Performs complex data entry, emailing and typing tasks e.g. Spreadsheets, database, or statistical analysis. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. | Is required to reach arms above shoulder. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | Is required to use an extended forward reach. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | Performs tasks that require good hand eye co-ordination. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | Stands at work bench undertaking tasks. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. | Is required to perform repetitive movements of the upper limbs. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. | Is required to push/pull wheeled objects a distance. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. | Is required to use lifting/pushing/pulling forces, maximum force of 10 kg | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. | Is required to lift/lower objects. Maximum Weight of object 12.5 kg (lifting paper boxes etc.) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. | Walks distances, possibly with load: Indicate maximum weight of object carried: 5kg. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. | Is required to climb/use steps/step ladders | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. | Is required to drive vehicles and or plant. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. | Is required to get in/out of vehicles and plant using standard 3 points of contact. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. | Is required to perform tasks below waist level (e.g.: repairing equipment, vehicle plant maintenance, retrieving items from shelving assisting) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. | Is required to work in positions where the spine is rotated (e.g. reaching to either side of the body when loading/unloading) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. | Performs tasks that require fine motor movement of fingers and hands. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 18. | Is required to operate powered hand tools. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. | May be exposed to dusts, vapours, mists etc. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| Constant | More than 5 hours per day or over 200 repetitions per day | | | | | |
| 20. Uses feet to operate a device (e.g.: use an emergency stop switch, applying controls in vehicles/plant) | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Works with hazardous chemicals, solvents, paints, fuels etc. | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. May be required to wear Personal Protective Equipment (PPE) | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. May be required to wear personal Respiratory Protective Equipment (RPE) | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. May be exposed to noise (e.g. working with power tools, using lawn mowers) | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. May be exposed to vibration. | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. May be exposed to thermal extremes (e.g.: required to work outdoors in summer when temperature is very high) | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. Exposed to Biological Material. | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. Exposed to animals. | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. Is able to regulate own workload & frequency of task | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. Other tasks: (please list) | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 32. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 33. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |