

## JOB SKILLS PROFILE

### LIBRARY OFFICERS (ALL NON-SUPERVISORY 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
Background Screening (relevant to role)	

MANDATORY TRAINING/CERTIFICATION			
Details	Completed	Details	Completed
Emergency Evacuation	<input type="checkbox"/>	Safe Environments (Mandated Reporting)	<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 Handling Aggression, Violence or Threats from Public at Work Procedure	<input type="checkbox"/>	
WHS Hazard Management Procedure	<input type="checkbox"/>	
WHS Hazardous Manual Tasks Procedure	<input type="checkbox"/>	
WHS Health Surveillance & Illness Prevention Procedure	<input type="checkbox"/>	
WHS Incident Investigation & Reporting Procedure	<input type="checkbox"/>	
WHS Personal Protective Equipment & Clothing Procedure	<input type="checkbox"/>	
WHS Workplace Duress Alarm 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"/>	
Hazard Management & Risk Assessment	<input type="checkbox"/>	<input type="checkbox"/>	
Manual Handling	<input type="checkbox"/>	<input type="checkbox"/>	
LGA General Health Assessment	<input type="checkbox"/>	<input type="checkbox"/>	
Personal Duress Alarm	<input type="checkbox"/>	<input type="checkbox"/>	
Provide First Aid	<input type="checkbox"/>	<input type="checkbox"/>	
Sharps & Infectious Material	<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"/>	
WHS Hazardous Chemicals Procedure	<input type="checkbox"/>	<input type="checkbox"/>	
WHS Hazardous Manual Tasks Procedure	<input type="checkbox"/>	<input type="checkbox"/>	
WHS Induction & Training Procedure	<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
<b>Infrequent</b>	Between 1 and 20 minutes per day					
<b>Occasional</b>	20 minutes to 2.5 hours per day or up to 32 repetitions per day					
<b>Frequent</b>	2.5 to 5 hours per day or 33-200 repetitions per day					
<b>Constant</b>	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 checked="" type="checkbox"/>	<input type="checkbox"/>
2.	Performs complex data entry tasks e.g. Spreadsheets, database or statistical analysis.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Is required to reach arms above shoulder.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	Is required to use an extended forward reach.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	Performs tasks that require good hand eye co-ordination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.	Stands at work bench undertaking tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7.	Is required to perform repetitive movements of the upper limbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8.	Is required to push/pull wheeled objects a distance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9.	Is required to use lifting/pushing/pulling forces, to a maximum force of 15-20 kg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10.	Is required to lift/lower objects. Maximum Weight of object: 20 kg (unloading vehicle etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11.	Walks distances, possibly with load: Indicate maximum weight of object carried: up to 20 kg.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Is required to climb/use steps/step ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13.	Is required to drive vehicles and or plant.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
18.	Is required to operate hand tools.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	May be exposed to dusts, vapours, mists etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Physical Attributes		Frequency of Work				
Never	Zero	Never	Infrequent	Occasional	Frequent	Constant
<b>Infrequent</b>	Between 1 and 20 minutes per day					
<b>Occasional</b>	20 minutes to 2.5 hours per day or up to 32 repetitions per day					
<b>Frequent</b>	2.5 to 5 hours per day or 33-200 repetitions per day					
<b>Constant</b>	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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Works with 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" 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 tasks		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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.						
34.						