



# Position Description

<b>Position Title</b>	Social Worker
<b>Organisation</b>	Catholic Education Sandhurst Limited (CES Ltd)
<b>School</b>	Notre Dame College
<b>Location</b>	<i>Knight Street and Emmaus Campus - Shepparton</i>
<b>Enterprise Agreement and or Award</b>	Catholic Education Multi-Enterprise Agreement 2022
<b>Classification</b>	Category B ES Level 4
<b>Remuneration</b>	\$85,800 - \$97,730
<b>FTE</b>	FT/PT
<b>Status</b>	Ongoing
<b>Reports to</b>	Director of Wellbeing

## Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3000 employees in 52 schools and 2 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Catholic Education Commission of Victoria Ltd (CECV), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Executive Director of Catholic Education Sandhurst acts as Executive Director for the Board of CES Ltd and within its delegated schedule for the organisational, administrative, support and service matters related to Catholic schools within the Diocese.

The Executive Director of Catholic Education Sandhurst and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

## Our Vision

The vision for CES Ltd is to provide, in partnership with our families, stimulating, enriching, liberating, and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people.

We believe:

- That the values of the Gospel are central to who we are, what we do, and how we act.
- That we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition.
- That a strong sense of community is dependent on the quality of our collegial relationships.
- That each person's potential is fostered through the dedicated ministry of Catholic Education.
- In leadership encompassing vision, innovation, and empowerment.

## Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

### **Principles of Catholic Social Teaching**

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the "common good" in response to the "signs of the times".

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

### **Respect**

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

### **Partnerships**

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community.

### **Faith**

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

## School Profile

**Mission:** Notre Dame College is a Catholic co-educational secondary college located in Shepparton, within the Goulburn Valley. Rooted in our faith in God and built upon Marist-Mercy traditions, we provide a comprehensive and challenging educational experience for all students and staff within a faith-filled, pastoral community. Together with families, we strive to develop the full potential of each individual within a just and caring Christian environment.

**Vision:** Our vision is encapsulated in the phrase “To seek, to see, to respond.” We aim to grow our Catholic community and nurture high-achieving, globally connected students. These students recognise their responsibilities to themselves, each other, and the communities they inhabit. They respond as good citizens and people of faith, actively contributing to positive change.

**Values:** Notre Dame College seeks to embed the following values into its life:

- **Justice and Service:** Upholding fairness and compassion, we encourage students and staff to serve others selflessly.
- **Compassion and Respect:** We foster an environment where empathy and respect for one another prevail.
- **Courage and Humility:** Encouraging both bravery and humility, we empower individuals to face challenges with grace.
- **Service and the Love of Work:** Recognizing the importance of meaningful work and service to others.
- **Family and Hospitality:** We embrace a sense of community, treating one another as part of an extended family.

## Position Summary

The successful applicant will join the Wellbeing Support Service Team which includes Psychologists, Social Workers and Counsellors. The team members provide a range of services to students who are experiencing social, emotional, behavioural and learning difficulties. These services include individual counselling for students, counselling support for families, liaison with staff, and small group work (such as resilience skills, healthy relationships and body image programmes).

Salary and Conditions are in accordance with the Catholic Education Multi Enterprise Agreement 2022.

## Key Responsibilities

<b>Catholic Identity</b>	<ul style="list-style-type: none"><li>• Demonstrate active support of the College’s mission, vision, values and Mercy and Marist traditions.</li><li>• Promote the mission, vision and values of the College through active participation in the liturgical life of the College.</li></ul>
<b>Professional Duties</b>	<ul style="list-style-type: none"><li>• Provide support to students with a diversity of backgrounds across all year levels.</li><li>• Build positive and supportive relationships with staff and students.</li></ul>

	<ul style="list-style-type: none"> <li>• Contribute positively to team relationships.</li> <li>• Illustrate a commitment to the safety and wellbeing of children and young people.</li> <li>• Provide counselling support to individual students.</li> <li>• Contribute to the individualised support planning of students in regard to their cognitive, academic, social/emotional and behavioural needs.</li> <li>• Develop and deliver wellbeing programs in small group or class group sessions as required.</li> <li>• Work collaboratively with staff in relation to student issues.</li> <li>• Work collaboratively with parents/carers in relation to student issues and provide some counselling support to students’ family members where appropriate.</li> <li>• Work collaboratively and contribute positively within the Wellbeing Support Service.</li> <li>• Provide brief counselling support where required.</li> <li>• Keep up to date case management files on each student.</li> <li>• Liaise with community agencies, making referrals where appropriate.</li> <li>• Advise the Principal immediately of any issues of major concern.</li> <li>• Provide appropriate professional development to staff</li> <li>• Provide education to families on issues affecting adolescents via parent meetings, College Newsletter etc.</li> <li>• Provide supervision to staff members as requested by the Director of Wellbeing.</li> </ul>
<p><b>General and Administrative Duties</b></p>	<ul style="list-style-type: none"> <li>• Commit to ongoing professional development activities.</li> <li>• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.</li> <li>• Maintain currency of mandatory reporting and anaphylaxis training.</li> <li>• Demonstrate duty of care to students in relation to the physical and mental wellbeing.</li> <li>• Attend all relevant school meetings and other applicable events, as required.</li> <li>• Demonstrate professional and collegiate relationships with colleagues.</li> <li>• Participate in the College’s Annual Review Meeting process.</li> <li>• Follow appropriate procedures of notification if absent from the College.</li> <li>• Handle confidential information including personal, sensitive and health information of student in accordance with College policies.</li> </ul>

	<ul style="list-style-type: none"><li>• Abide by the College’s Professional Dress Code.</li></ul>
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Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

## Mandatory Responsibilities and Requirements

### Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

### Compliance with Occupational Health and Safety

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd’s OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.
- Depending on the role some employees will be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training prior to commencing employment with CES Ltd.

### Compliance with Child Safety Legislation

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background

checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

## Key Selection Criteria

<b>Essential</b>	<b>Qualifications and Registrations</b>	<ul style="list-style-type: none"> <li>• Have either a bachelor's degree or postgraduate tertiary qualifications in the relevant field.</li> <li>• Be eligible for membership of the Australian Association of Social Workers (AASW)</li> <li>• Pre-employment checks including proof of identity, qualifications, Working with Children Check, current National Police Records Check and three referees will be required.</li> </ul>
	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Experience in a similar role in a school or another environment.</li> <li>• Have a high level of understanding of issues relating to youth wellbeing and mental health.</li> <li>• Have a high level of understanding of cognitive development, learning theories and educational best practice.</li> <li>• Have a high level of organisational skills including the management of case notes.</li> <li>• Have a high level of written and oral communication skills.</li> <li>• Preparedness to undertake further training as required.</li> </ul>
	<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• Understand, value and demonstrate Catholic ideals.</li> <li>• Model the guiding principles of our Marist and Mercy charisms to staff, students and the wider community.</li> </ul>
	<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Take ownership and proactively manage tasks through to completion.</li> <li>• Have the ability to manage numerous tasks at the one time.</li> <li>• Meet deadlines in an organised and efficient manner.</li> <li>• Manage projects independently.</li> <li>• Be calm under pressure and capable of thinking clearly in stressful situations.</li> </ul>

Date	Authorised By
14/02/2024	Emma Reynoldson

I acknowledge that I have read and understand the above position description in its entirety and I am capable of performing all of the stated requirements.

**Signed:**

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**Date:**

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# Position Description

<b>Position Title</b>	Psychologist (Education Support Employee)
<b>Organisation</b>	Catholic Education Sandhurst Limited (CES Ltd)
<b>School</b>	Notre Dame College
<b>Location</b>	<i>Knight Street and Emmaus Campus - Shepparton</i>
<b>Enterprise Agreement and or Award</b>	Catholic Education Multi-Enterprise Agreement 2022
<b>Classification</b>	Category B ES Level 5
<b>Remuneration</b>	\$101,936 - \$112,528
<b>FTE</b>	FT/PT
<b>Status</b>	Ongoing
<b>Reports to</b>	Director of Wellbeing

## Our Organisation

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## Our Vision

The vision for CES Ltd is to provide, in partnership with our families, stimulating, enriching, liberating, and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people.

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## Position Summary

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Salary and Conditions are in accordance with the Catholic Education Multi Enterprise Agreement 2022.

## Key Responsibilities

<b>Catholic Identity</b>	<ul style="list-style-type: none"><li>• Demonstrate active support of the College’s mission, vision, values and Mercy and Marist traditions.</li><li>• Promote the mission, vision and values of the College through active participation in the liturgical life of the College.</li></ul>
<b>Professional Duties</b>	<ul style="list-style-type: none"><li>• Provide Support to students with a diversity of backgrounds across all year levels.</li><li>• Build positive and supportive relationships with staff and students.</li></ul>

	<ul style="list-style-type: none"> <li>• Contribute positively to team relationships.</li> <li>• Illustrate a commitment to the safety and wellbeing of children and young people.</li> <li>• Provide service across the two campuses of Notre Dame College.</li> <li>• Administer a range of psychometric assessment tools to identify the cognitive, academic, social/emotional and behavioural needs of individual students.</li> <li>• Provide written reports of psychological and educational assessments undertaken.</li> <li>• Contribute to the individual support planning of students in regard to their cognitive, academic, social/emotional and behavioural needs.</li> <li>• Provide counselling support to individual students.</li> <li>• Develop and deliver student wellbeing programs in small group or class group sessions as required.</li> <li>• Work collaboratively with staff in relation to student issues.</li> <li>• Work collaboratively with parents/carers in relation to student issues and provide some counselling support to students’ family members where appropriate.</li> <li>• Work collaboratively and contribute positively within the Wellbeing Support Service.</li> <li>• Provide brief counselling support to staff where required.</li> <li>• Liaise with community agencies, making referrals where appropriate.</li> <li>• Advise the Principal immediately of any issues of major concern.</li> <li>• Provide appropriate professional development to staff.</li> <li>• Provide education to families on issues affecting adolescents via parent meetings, College Newsletter etc.</li> <li>• Keep up to date case management files on each student.</li> <li>• Provide supervision to staff members as requested by the Director of Wellbeing.</li> </ul>
<p><b>General and Administrative Duties</b></p>	<ul style="list-style-type: none"> <li>• Commit to ongoing professional development activities.</li> <li>• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.</li> <li>• Maintain currency of mandatory reporting and anaphylaxis training.</li> <li>• Demonstrate duty of care to students in relation to the physical and mental wellbeing.</li> <li>• Attend all relevant school meetings and other applicable events, as required.</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrate professional and collegiate relationships with colleagues.</li> <li>• Participate in the College’s Annual Review Meeting process.</li> <li>• Uphold the professional standards expected of as staff member of the college.</li> <li>• Follow appropriate procedures of notification if absent from the College.</li> <li>• Handle confidential information including personal, sensitive and health information of student in accordance with College policies.</li> <li>• Abide by the College’s Professional Dress Code.</li> </ul>
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Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

## Mandatory Responsibilities and Requirements

### **Compliance with CES Ltd Policies and Procedures**

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ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.

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## Key Selection Criteria

<b>Essential</b>	<b>Qualifications and Registrations</b>	<ul style="list-style-type: none"> <li>• Maintain current Working with Children Check and National Criminal History Check.</li> <li>• Be registered with the Australian Health Practitioner Regulation Agency (AHPRA).</li> <li>• Maintain all mandatory training.</li> <li>• Have either a bachelor's degree or postgraduate tertiary qualifications in the relevant field.</li> <li>• Pre-employment checks including proof of identity, qualifications, Working with Children Check, current National Police Records Check and three referees will be required.</li> </ul>
	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Experience in a similar role in a school or another environment.</li> <li>• Have a high level of understanding of issues relating to youth wellbeing and mental health.</li> <li>• Have a high level of understanding of cognitive development, learning theories and educational best practice.</li> <li>• Have a high level of organisational skills including the management of case notes.</li> </ul>

		<ul style="list-style-type: none"> <li>• Have a high level of written and oral communication skills.</li> <li>• Preparedness to undertake further training as required.</li> </ul>
	<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• Understand, value and demonstrate Catholic ideals.</li> <li>• Model the guiding principles of our Marist and Mercy charisms to staff, students and the wider community.</li> </ul>
	<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Take ownership and proactively manage tasks through to completion.</li> <li>• Have the ability to manage numerous tasks at the one time.</li> <li>• Meet deadlines in an organised and efficient manner.</li> <li>• Manage projects independently.</li> <li>• Be calm under pressure and capable of thinking clearly in stressful situations.</li> </ul>

<b>Date</b>	<b>Authorised By</b>
14/02/2024	Emma Reynoldson

I acknowledge that I have read and understand the above position description in its entirety and I am capable of performing all of the stated requirements.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_



# Position Description

<b>Position Title</b>	Counsellor
<b>Organisation</b>	Catholic Education Sandhurst Limited (CES Ltd)
<b>School</b>	Notre Dame College
<b>Location</b>	<i>Knight Street and Emmaus Campus - Shepparton</i>
<b>Enterprise Agreement and or Award</b>	Catholic Education Multi-Enterprise Agreement 2022
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## Key Responsibilities

<b>Catholic Identity</b>	<ul style="list-style-type: none"><li>• Demonstrate active support of the College’s mission, vision, values and Mercy and Marist traditions.</li><li>• Promote the mission, vision and values of the College through active participation in the liturgical life of the College.</li></ul>
<b>Professional Duties</b>	<ul style="list-style-type: none"><li>• Provide support to students with a diversity of backgrounds across all year levels.</li><li>• Build positive and supportive relationships with staff and students.</li></ul>

	<ul style="list-style-type: none"> <li>• Contribute positively to team relationships.</li> <li>• Illustrate a commitment to the safety and wellbeing of children and young people.</li> <li>• Provide counselling support to individual students.</li> <li>• Contribute to the individualised support planning of students in regard to their cognitive, academic, social/emotional and behavioural needs.</li> <li>• Develop and deliver wellbeing programs in small group or class group sessions as required.</li> <li>• Work collaboratively with staff in relation to student issues.</li> <li>• Work collaboratively with parents/carers in relation to student issues and provide some counselling support to students’ family members where appropriate.</li> <li>• Work collaboratively and contribute positively within the Wellbeing Support Service.</li> <li>• Provide counselling support where required.</li> <li>• Keep up to date case management files on each student.</li> <li>• Liaise with community agencies, making referrals where appropriate.</li> <li>• Advise the Principal immediately of any issues of major concern.</li> <li>• Provide appropriate professional development to staff.</li> <li>• Provide education to families on issues affecting adolescents via parent meetings, College Newsletter etc.</li> <li>• Provide supervision to staff members as requested by the Director of Wellbeing.</li> </ul>
<p><b>General and Administrative Duties</b></p>	<ul style="list-style-type: none"> <li>• Commit to ongoing professional development activities.</li> <li>• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.</li> <li>• Maintain currency of mandatory reporting and anaphylaxis training.</li> <li>• Demonstrate duty of care to students in relation to the physical and mental wellbeing.</li> <li>• Attend all relevant school meetings and other applicable events, as required.</li> <li>• Demonstrate professional and collegiate relationships with colleagues.</li> <li>• Participate in the College’s Annual Review Meeting process.</li> <li>• Follow appropriate procedures of notification if absent from the College.</li> <li>• Handle confidential information including personal, sensitive and health information of student in accordance with College policies.</li> </ul>

	<ul style="list-style-type: none"><li>• Abide by the College’s Professional Dress Code.</li></ul>
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Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

## Mandatory Responsibilities and Requirements

### Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

### Compliance with Occupational Health and Safety

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd’s OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.
- Depending on the role some employees will be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training prior to commencing employment with CES Ltd.

### Compliance with Child Safety Legislation

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements

and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

## Key Selection Criteria

<b>Essential</b>	<b>Qualifications and Registrations</b>	<ul style="list-style-type: none"> <li>• Be eligible for membership with Australian Counselling Association (ACA) OR the Psychotherapy and Counselling Federation of Australia (PACFA).</li> <li>• Have either a bachelor degree or postgraduate tertiary qualifications in the relevant field.</li> <li>• Maintain currency of mandatory training.</li> <li>• Pre-employment checks including proof of identity, qualifications, Working with Children Check, current National Police Records Check and three referees will be required.</li> </ul>
	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Experience in a similar role in a school or another environment.</li> <li>• Have a high level of understanding of issues relating to youth wellbeing and mental health.</li> <li>• Have a high level of understanding of cognitive development, learning theories and educational best practice.</li> <li>• Have a high level of organisational skills including the management of case notes.</li> <li>• Have a high level of written and oral communication skills.</li> <li>• Preparedness to undertake further training as required.</li> </ul>

	<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• Understand, value and demonstrate Catholic ideals.</li> <li>• Model the guiding principles of our Marist and Mercy charisms to staff, students and the wider community.</li> </ul>
	<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Take ownership and proactively manage tasks through to completion.</li> <li>• Have the ability to manage numerous tasks at the one time.</li> <li>• Meet deadlines in an organised and efficient manner.</li> <li>• Manage projects independently.</li> <li>• Be calm under pressure and capable of thinking clearly in stressful situations.</li> </ul>

<b>Date</b>	<b>Authorised By</b>
14/02/2024	Emma Reynoldson

I acknowledge that I have read and understand the above position description in its entirety and I am capable of performing all of the stated requirements.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_