

*Administration*

The information below is designed to give you an indication of the likely demands of working in this role and will help you assess whether the job may suit you. You are encouraged to ask further questions about the demands if you have any concerns as local conditions may alter the demands you experience in the role. This should be read in conjunction with the Role Description which provides detail about the skills, knowledge and attributes relevant to the role. The Contact Officer listed in the job pack is the best person to contact with any queries.

Overall Psychological Job Factors	Level of Importance
Level of Job Control or Autonomy	Moderate
Level of Supervision or Support Received	Moderate
Contact with Co-workers/Colleagues (vs Isolation)	Moderate
Teamwork	Moderate
Level of Scrutiny and Accountability from Others (exposure to public scrutiny)	Moderate
Switching Between Tasks	Moderate
Time Pressures (including deadlines)	Moderate
Learning (requirement to learn new information and integrate this into work practices)	Moderate

Psychological Demands (Cognitive)		Highest Level Of Complexity
Abstract	Problem Solving & Critical Thinking (including judgement)	Moderate
Numerical	Number Skills	Moderate
Verbal	Oral Communication (including active listening)	High
	Reading Literacy	High
	Writing Literacy	High

Physical Demands	Frequency (8 Hour Shift)	Max Load
Dynamic Strength		
Push	Rare	<i>NB: must be able to generate a 45kg downward push for CPR, approx. 17-21kg body weight + 18-24kg applied force (occurs rarely)</i>
Physical Demands		
Sitting	Constant: up to 8 hours	120 mins
Standing	Occasional: up to 2.5 hours	30 mins
Position Tolerance Activities		
Neck Flexion	Occasional: up to 2.5 hours	10 mins
Upper Limb		
Grip	Occasional: up to 2.5 hours	30 mins
Forward Reach	Occasional: up to 2.5 hours	2 mins

Keying/Mousing	Frequent: up to 5 hours	120 mins
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NB: this is not an exhaustive list of ALL job factors and demands, but those which are considered to be significant.

Definition of frequency (based on 8 hour shift)			
Infrequent: up to 10 minutes	Occasional: up to 2.5 hours	Frequent: up to 5 hours	Constant: up to 8 hours
0 - 2%	2-33%	34-66%	67-100%
Up to 10 minutes	>10 min - 2.5 hours	>2.5 – 5 hours	More than 5 hours