

## Job Capacity Statement

*Admin Assistant – Admissions*

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

**Environmental Job Factors**

Possible Exposure to Infectious Diseases

**Overall Psychological Job Factors****Level of Importance**

Level of Job Control or Autonomy	Low
Level of Supervision or Support Received	Moderate
Contact with Co-workers/Colleagues (vs Isolation)	Moderate
Teamwork	Moderate
Sensitivity and Empathy to Needs of Others	Moderate
New Relationship Building	Moderate
Safety Pressures: Exposure to High Risk with Regard to Safety	Moderate
Switching Between Tasks	Moderate
Time Pressures (including deadlines)	Moderate
Contact with Consumers/ Customers	High
Self-control and Regulation of Emotions	High

**Psychological Demands (Cognitive)****Highest Level Of Complexity**

Abstract	Problem Solving & Critical Thinking (including judgement)	Moderate
Attention And Accuracy	Attention: Concentration	Moderate
	Attention: Degree Of Precision & Accuracy	Moderate
Processing	Quick Thinking	Moderate
Verbal	Oral Communication (including active listening)	High
	Reading Literacy	Moderate
	Writing Literacy	Moderate

**Physical Demands****Frequency (8 Hour Shift)****Max Load**

<b>Dynamic Strength</b>		
Two handed Carry	Occasional: up to 2.5 hours	10kg

Physical Demands	Frequency (8 Hour Shift)	Max 'at one' Time
<b>Other</b>		
Balance On A Ladder	<i>Required</i>	-
<b>Position Tolerance Activities</b>		
Sitting	Frequent: up to 5 hours	2 hours
<b>Upper Limb</b>		
Grip	Occasional: up to 2.5 hours	30 minutes
Keying/Mousing	Occasional: up to 2.5 hours	45 minutes

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

Immunisation Demands		
Risk Category	Risk Category Description	Immunisation Requirements
B	Indirect contact with blood or body substances	Diphtheria-Tetanus-Pertussis Influenza Measles-Mumps-Rubella Varicella

- Applicants are responsible for completing minimum immunisation requirements with their preferred immunisation provider prior to commencing employment