

Position Description, Inherent Requirements of Position – Manager

Frequency and Duration of Essential Tasks

Managers are responsible for managing a department or work area. This role is responsible for managing a team of staff and /or function and is predominately desk based tasks.

Essential Tasks	Frequency	Duration
Managing the Dept/ function and team	Managers provide support and leadership to their team and works with other department and staff medical care throughout the course of their shift. To work autonomously	Managing the team and function would generally require 60% of each day
Office Ergonomics	Both workstations are equipped with ergonomic, adjustable desk and chair. Office equipment is suitable. This can include extensive keyboard and computer work, computer work, writing, extensive telephone use	Administration tasks generally requires 70 – 80 % of each day
Administration	Managers are responsible for the administration of their dept/unit Documentation is generally completed once a shift is completed. Participate in meetings	Administration tasks generally requires 70% of each day

Environmental and Organisational Factors

Condition	Description
Heat	Managers generally complete their duties in a climate controlled indoor environment which is not significantly affected by heat. Warmer weather conditions outside may affect working conditions inside or outdoor access.
Cold	Managers generally complete their duties in a climate controlled indoor environment which is not significantly affected by cold. Outside weather conditions may affect working conditions inside or outdoor access.
Noise	Managers may be exposed to low level noise from their working environment including equipment and at times may be involved in interactions with patients of a heightened state and loud nature.
PPE	Managers maybe required to wear a uniform including non- slip, closed toe shoes and scrubs. If working in clinical areas they are required to have their hair tied back at all times. Managers are required to follow infection control procedures when cleaning bodily fluids or entering isolation rooms including the use of face masks, apron, gloves, goggles and shoe protectors.

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Physical Demands	Rare	Occasional	Frequent	Constant		Cognitive and Psychosocial Demands	Low	Medium	High
Frequency and Duration of Essential Tasks	0 – 5% of total work time	6-33% of total work time	34-66% of total work time	67-100% of total work time					
Sitting				✓		Attention			✓
Standing		✓				Concentration			✓
Walking		✓				Memory			✓
Step up / step down		✓				Interaction with others			✓
Looking Up and Down			✓			Communication – written			✓
Forward Bending		✓				Communication - verbal			✓
Turning and Twisting		✓				Problem solving			✓
Crouching and Squatting		✓				Decision making			✓
Kneeling and Crawling	✓					Planning/sequencing			✓
Reaching above shoulder		✓				Reasoning/judgement			✓
Reaching forward		✓							
Gripping (Hand)			✓						
Fine Motor Movements (Hand)				✓					
Lifting floor-waist		✓ (up to 10kg)							
Lifting overhead		✓							
Carrying		✓							
Pushing and pulling upper limb		✓							
Pushing lower limb		✓							