

Position Description, Inherent Requirements of Position – Administration positions

Inherent Requirements of Position

Frequency and Duration of Essential Tasks

The Administration roles have low physical demands and require prolonged periods of sedentary activities. Administration tasks require a high degree of attention to detail and time management, they can typically rotate regularly between tasks and require high concentration to ensure all tasks are completed within the scheduled time frames.

Essential Tasks	Frequency	Duration
Data Management	This task occurs frequently throughout a shift.	This task is undertaken throughout the working day as required.
Office Management	This task occurs frequently throughout a shift.	This task is undertaken throughout the working day as required.
Document Retrieval and Management	This task occurs frequently throughout a shift.	This task is undertaken throughout the working day as required.
Reception	This task occurs frequently throughout a shift.	This task is undertaken throughout the working day as required.
Scanning (not all positions)	This task occurs frequently throughout a shift.	This task is undertaken throughout the working day as required.

Environmental and Organisational Factors

Condition	Description
Heat	Administration workers 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	Administration workers generally complete their duties in a climate controlled indoor environment which is not significantly affected by cold. Cooler weather conditions outside may affect working conditions inside or outdoor access.
Noise	Administration workers may be exposed to low level noise from their working environment including equipment (e.g. printers) and at times may be involved in interactions with clients of a heightened state and loud nature.
PPE	Administration workers are not required to wear Protective Personal Equipment.

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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		✓				Interaction with others			✓
Step up / step down		✓				Communication – written		✓	
Looking Up and Down			✓			Communication - verbal		✓	
Forward Bending			✓			Problem solving		✓	
Turning and Twisting			✓			Decision making		✓	
Crouching and Squatting		✓				Planning/sequencing			✓
Kneeling and Crawling		✓				Reasoning/judgement			✓
Reaching above shoulder			✓						
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		✓							