

 <p><b>The Greater Metropolitan Cemeteries Trust</b> Lasting memories, peaceful places.</p>	<b>Position description</b>
<b>Position Title</b>	<b>Finance Manager</b>
<b>Fixed Term Contract or EBA</b>	Fixed Term
<b>Status</b>	5 year contract
<b>Classification</b>	Contract
<b>Remuneration (EBA only)</b>	Non-EBA
<b>Hours of Work</b>	38 hours a week 5 days
<b>Region</b>	North
<b>Primary Location</b>	Fawkner Memorial Park but may be required to travel to other GMCT sites as and when required
<b>Date PD Adopted</b>	November 2018

## 1. Organisational environment

At The Greater Metropolitan Cemeteries Trust (GMCT) we believe in caring for our communities with dignity and compassion. Each year, we help more than 12,000 families, of all cultures and faiths, to plan and prepare for funeral, cremation, interment and memorial services.

GMCT is custodian of 21 cemeteries (including two greenfield sites) and memorial parks which are maintained in perpetuity, giving our families, communities and future generations peace of mind. We are committed to maintaining these beautiful, restful and sustainable places to preserve and protect the memories and history they hold.

GMCT is comprised of three regions (north, east and west). Corporate functions and administration are conducted from the head office, located at Fawkner Memorial Park. The organisation employs approximately 200 staff. We recognise that our industry sector is not immune to change, and is being shaped by a number of trends. We are in a strong position to respond to these trends but require a workforce that is agile, resilient and up for change and innovation.

### Customer First Program

- Our vision for the future is to transform the GMCT customer experience into one that places the customer at the centre of our service and delivers a seamless, convenient and empowering experience for all customers.
- This is an organisation wide project requiring commitment from all employees to ensure a successful transition from our current customer service model to a customer-centric model in a digital environment.

- Staff will be involved in a process improvement program that requires an examination of work processes in their teams to identify those that are operating efficiently, those which are obsolete and those which could be improved through change.

### **Our Vision**

Lasting memories, peaceful places

### **Our Mission**

We provide the final care for your loved ones, with dignity and kindness. We respect all peoples, our heritage, our communities and the environment.

## **2. GMCT Strategic Plan 2016 - 2021**

Our 2017-2022 strategic theme – *'stepping up and reaching beyond'* - serves to articulate a commitment to our team and our stakeholders, to ensure we consistently strive to deliver beyond expectations, challenge perceptions of the industry, improve our service offering, and work with our communities. Our aspirational road map for the next five years will see GMCT focus on four fundamental pillars

- **Community connections** – we will lead and nurture strong connections with the communities we serve
- **Lasting stewardship** – we are stewards of the community assets we care for now and in perpetuity
- **Operational excellence** – our people will strive for excellence in everything we do, facilitated by innovative and effective technology, systems and processes
- **Change ready agility** – our culture is brave, innovative and collaborative, and aligns with our corporate values and strategic goals

These priority areas will underpin and inform initiatives and decision making over the next five years and ensure we are focused, transparent and accountable, while also allowing GMCT room to respond to new opportunities, challenges and changing needs and expectations.

### **3. Organisational context**

As depicted below, GMCT currently includes 21 cemetery sites across metropolitan Victoria, and may acquire new cemeteries from time to time

1. Altona Memorial Park
2. Andersons Creek Cemetery
3. Burwood Cemetery
4. Coburg Pine Ridge Cemetery
5. Emerald Cemetery
6. Fawkner Memorial Park
7. Footscray Cemetery
8. Healesville Cemetery
9. Keilor Cemetery
10. Lilydale Lawn Cemetery
11. Lilydale Memorial Park
12. Northcote Cemetery
13. Northern Memorial Park
14. Preston Cemetery
15. Templestowe Cemetery
16. Truganina Cemetery
17. Werribee Cemetery
18. Williamstown Cemetery
19. Yarra Glen Cemetery
20. Plenty Valley – Yan Yean (greenfield site)
21. Harkness (Melton West greenfield site)

## 4. Professional standards

### Our values

At the heart of our strategic plan remain our organisational values. GMCT values inform everything we do and provide the framework for how we conduct our business and how each person goes about their work, regardless of their role in the organisation.

Our values are a description of the way we see the world and what is most important to us. They are the basic principles that will guide and shape the way we think and act. This includes the way we provide services to our customers, the way we treat each other within the organisation and the way we relate to the wider community.

Our values are

#### Compassion

##### **A staff member who demonstrates the GMCT value of compassion will**

- try to see the situation from the other person's point of view
- respond with sensitivity and kindness to our customers, members of the community and our colleagues
- demonstrate willingness to provide help and support

#### Respect

##### **A staff member who demonstrates the GMCT value of respect will**

- show appreciation for the contribution of others
- seek to understand the priorities and needs of others
- provide high quality service
- demonstrate a 'can do' attitude

#### Sustainability

##### **A staff member who demonstrates the GMCT value of sustainability will**

- portray a positive image of the organisation to build reputation, even when things are difficult
- use the organisation's resources efficiently
- demonstrate concern for our environment
- identify better and innovative ways of doing things

#### Integrity

##### **A staff member who demonstrates the GMCT value of integrity will**

- communicate openly and honestly
- meet commitments to others and do what they say they will do
- deliver services in a professional manner
- accept responsibility for their own decisions and actions even when they make a mistake

## **5. Position organisational relationships**

Accountable to:	Chief financial officer
Supervises:	Senior financial accountant Senior finance business partner
Internal Liaisons:	GMCT Trust GMCT trust sub committees Chief executive officer Leadership group Supervisors & staff Transactional & reporting team staff
External Liaisons:	Department of health & human services Other state government departments Auditor general's officer Internal & external auditors Industrial associations Suppliers

## **6. Position context**

The Finance manager will be accountable for the following:

The finance manager will in consultation with the chief financial officer implement, promote and deliver a Financial Framework that facilitates the achievement of the GMCT's vision and strategic and business objectives.

A key output is the completion of the monthly management report tabled to the Trust each month and the annual financial statements with a "clean" audit opinion tabled to the Victorian parliament.

The Finance Manager will provide strategic and managerial leadership to staff employed within Finance as well as financial advice to other business units.

This position reports to the chief financial officer.

## **7. Position objectives**

The finance manager role will provide a lead business partnering role to all areas within GMCT and plays a pivotal role in the achievement the business objectives of the organisation.

The finance manager will provide financial analysis to assist the day to day operations and the overall management of the organisation to ensure that services delivered are efficient, effective and of high quality and meet contemporary professional standards and best practice.

A key focus is to be continuous improvement to mitigate any inefficiencies in business processes in order to contribute to the GMCT's continued success.

## **8. Key responsibilities**

The Financial Manager is responsible for:

- oversee the financial reporting (internal and external), financial accounting, general ledger, accounts receivable, accounts payable, inventory management, prepaid fees, and asset register

- maintain a robust financial management and reporting system in accordance with GMCT's policies and procedures, accounting standards and relevant legislative and statutory requirements
- provide insight into the form and content of policies and procedures to ensure they deliver an efficient process to the organisation and promote good governance
- proactively identify strategic financial issues that could impact performance and assist in the development of improvement initiatives
- provide advice in relation to process improvements for delivering innovative enhancements to the financial systems from both a technical and functional perspective
- provide continuous improvement to the management reporting process to ensure that it is efficient and provides all stakeholders with the required information for decision making purposes in a timely manner
- ensure that financial services delivered are effective, efficient, coordinated and client focused, and consistent with GMCT's strategic objectives.
- oversee and facilitate the delivery of the annual financial statements for the Annual Report, as well as all other DHHS reporting obligations.
- oversee the financial reporting (internal and external), financial accounting, general ledger, accounts receivable, accounts payable, inventory management, prepaid fees, and asset register.
- maintain a robust financial management and reporting system in accordance with GMCT's policies and procedures, accounting standards and relevant legislative and statutory requirements.
- provide insight into the form and content of policies and procedures to ensure they deliver an efficient process to the organisation and promote good governance.
- proactively identify strategic financial issues that could impact performance and assist in the development of improvement initiatives.
- provide advice in relation to process improvements for delivering innovative enhancements to the financial systems from both a technical and functional perspective.
- Provide continuous improvement to the management reporting process to ensure that it is efficient and provides all stakeholders with the required information for decision making purposes in a timely manner.
- ensure that financial services delivered are effective, efficient, coordinated and client focused, and consistent with GMCT's strategic objectives.
- oversee and facilitate the delivery of the annual financial statements for the Annual Report, as well as all other DHHS reporting obligations.
- oversee and review of the monthly management reporting pack to Trust and FIC.
- oversee and review of the Investment reporting to Trust and FIC.
- attendance of all FIC meetings to present on the monthly financial results.
- support month-end and the timely review of general ledger reconciliations in line with the month-end timetable.
- maintenance of the Chart of Accounts in the Financial System (Authority) to ensure legislative compliance and meet accounting standards, financial reporting directions and internal reporting requirements etc.
- monitor the financial performance and financial health of GMCT.

- regularly monitor, interpret, and evaluate financial output and outcome data in consultation with the CFO to facilitate external/internal audit programs.
- monitor GMCT cash flow and develop trends and projections to support operational requirements.
- monitor budgets and performance against approved budgets using user friendly reporting.
- preparation and driving the output of the annual budget and forecast process and timetable and long term financial plan (5 year forecast).
- preparation of the budget and long-term financial plan paper to Trust.
- key liaison with the PMO office / administrator for review of monthly project status reporting and budget transfers, forecasts and roll forwards.
- assistance in analysing the financial viability of business as usual activities to determine their long term viability along with recommendations as to remediation / improvement.
- analyse and present financial reports in an accurate and timely manner to Leadership.
- Interpret financial information to managerial staff while recommending further courses of action.
- administer reviews and evaluations for cost-reduction opportunities.
- provide key leadership of the finance function and management forums across the organisation.
- lead the transactional and reporting team, monitor performance of direct reports and provide timely feedback and support, including conducting regular performance reviews as required
- demonstrate a highly collaborative approach to building and maintaining productive working relationships with internal and external stakeholders.
- ensure the transactional and reporting team displays effective communication with all internal and external stake holders.
- ensure that customer service satisfaction is achieved by the finance Team at all times.
- be an active participant in business change projects and represent finance as a finance champion.
- facilitate and support ongoing cultural change within the organisation.
- provide assistance to the Chief Financial Officer and other nominated staff in relation to ad hoc projects, as required.

## 9. Key capabilities

Essential capabilities	
Capability	Proficiency level
<b>Profession-Specific</b> – knowledge, skills and experience that are required for non-industry professions	Advanced
<ul style="list-style-type: none"> <li>• Highly developed knowledge, understanding and application of this capability</li> <li>• Can apply knowledge outside the scope of own role</li> <li>• Is able to coach or teach others on this capability</li> <li>• Has a long-term perspective</li> </ul>	

- Helps develop materials and resources in this capability area

Capability	Proficiency level
<b>Collaboration</b> – builds and maintains positive relationships to enhance productivity and increase customer satisfaction	Advanced
<ul style="list-style-type: none"> <li>• Initiates and maintains networks to enable the achievement of business objectives</li> <li>• Builds and maintains positive, productive relationships with key stakeholders to influence their strategy and decision making processes</li> <li>• Seeks and values diverse contributions, experiences and ideas of others</li> <li>• Utilises the expertise of the wider GMCT team to ensure the best outcome is achieved</li> <li>• Looks for opportunities to facilitate collaboration between others</li> <li>• Role models teamwork and collaboration</li> </ul>	
Capability	Proficiency level
<b>Communicating with Influence</b> – engage and inspires others through clear, timely, accurate and persuasive communication	Intermediate
<ul style="list-style-type: none"> <li>• Tailors communications to suit the audience</li> <li>• Uses a range of influencing techniques to build support</li> <li>• Supports messages with relevant examples, evidence, demonstrations and stories</li> <li>• Communicates issues clearly and credibly with different audiences</li> <li>• Handles challenging questions confidently and constructively</li> <li>• Shows courage to raise difficult issues</li> </ul>	
Capability	Proficiency level
<b>Innovation</b> – actively seeks out ways to create and take advantage of opportunities to improve business performance and the customer experience	Advanced
<ul style="list-style-type: none"> <li>• Takes a broad view when analysing complex and ambiguous situations</li> <li>• Recognises patterns and draws linkages between ambiguous data or situations</li> <li>• Reads the situation well and knows when to allow time to work through complexity and when to move quickly on decisions or solutions</li> <li>• Uses innovative thinking during decision making and planning, by applying learning from industry research and/or knowledge and experience gained from working outside of GMCT</li> <li>• Plans for the future whilst balancing the need to be agile today</li> <li>• Adopts an open-minded approach to maximise opportunities whilst minimising and mitigating risk</li> <li>• Encourages and supports team to take measured risks to implement new initiatives and approaches to deliver growth</li> <li>• Coaches and develops the innovative thinking and approach in others</li> <li>• Creates a supportive environment for generating and testing creative and innovative ideas</li> </ul>	



Capability	Proficiency level
<b>Leadership</b> – Provides direction and purpose, and empowers, motivates and inspires others to achieve their potential/	Advanced
<ul style="list-style-type: none"> <li>• Actively leads team to high performance through coaching, mentoring and development activities</li> <li>• Inspires others by setting and clearly communicating strategy to drive team members to achieve personal and team objectives</li> <li>• Allocates resources and delegates tasks / projects in a way that supports and stretches team members to achieve desired individual and team outcomes</li> <li>• Rewards and recognises team and individual successes</li> <li>• Motivates team members by linking individual and team work to the achievement of GMCT objectives</li> <li>• Empowers team members to develop their capability and careers</li> <li>• Demonstrates courage by taking on tough challenges and leading through change</li> <li>• Coaches others to be leaders</li> <li>• Adapts leadership style to get the most out of individuals and teams</li> <li>• Models GMCT Values, and creates an environment of excitement and energy that drives high performance</li> <li>•</li> </ul>	
Capability	Proficiency level
<b>Accountability &amp; results focus</b> – plans effectively and takes accountability for behaviour and results	Advanced
<ul style="list-style-type: none"> <li>• Articulates the what, why, how and when of the GMCT strategy to helps others to understand it</li> <li>• Develops team objectives, roles and responsibilities in line with overall GMCT objectives, and with clear timelines and measures of success</li> <li>• Supports team to plan, manage and prioritise workloads to effectively and consistently deliver on individual and team objectives to expected standards and in the right way at the right time</li> <li>• Drives a culture of high performance within team</li> <li>• Develops plans according to customer/stakeholder requirements and GMCT context, and effects the key drivers that deliver on the strategic objectives</li> <li>• Regularly reviews plans and performance, and revises according to risks or impacts</li> <li>• Communicates regularly with team members regarding GMCT progress and updates, and ensures all team members understand the impact of their role and responsibilities on the broader business</li> <li>• Holds team to account for their behaviour and results</li> <li>• Role models accountability, and accepts / owns the responsibility for decisions, actions and behaviour of self and team</li> </ul>	

## Preferable capabilities

Capability	Proficiency level
<b>Choose four (4) preferable capabilities</b>	
<b>Change Agility &amp; Resilience</b> – maintains composure and focus under pressure and quickly adapts to change	Intermediate
<ul style="list-style-type: none"> <li>• Identifies and addresses resistance to change</li> <li>• Supports other team members during time of change</li> <li>• Communicates key information and wider reasons for change</li> <li>• Gains support and generates enthusiasm for change</li> <li>• Recognises when to ask for support when face with challenges</li> <li>• Remains calm and engaged under pressure</li> <li>• Consistently demonstrates emotional self-management</li> <li>•</li> </ul>	
Capability	Proficiency level
<b>Customer Experience</b> – delights our customers by delivering respectful and dignified experiences and services	Advanced
<ul style="list-style-type: none"> <li>• Considers broader purpose and the long-term relationship with the customer when providing advice</li> <li>• Continually drives self and team to increase customer satisfaction</li> <li>• Identifies and builds relationships with external stakeholders (eg. Funeral directors) in order to provide a more seamless, transparent and valued customer experience</li> <li>• Shares knowledge and coaches others in the provision of safe, seamless, consistent and reliable customer service, sales, and valued advice</li> <li>• Encourages and supports team to think differently about how to respond to customer needs</li> <li>•</li> </ul>	
Capability	Proficiency level
<b>Operational Excellence</b> – drives and supports improvements in operations that enhance productivity efficiency and effectiveness whilst maintaining safety and minimise risk	Advanced
<ul style="list-style-type: none"> <li>• Maintains collaborative cross-functional relationships to support continuous improvement across GMCT</li> <li>• Builds and maintains positive relationships with external stakeholders (eg. Funeral directors) to enhance efficiencies when escalating issues and working collaboratively on process improvements</li> <li>• Continually searches for ways to improve efficiency, effectiveness in own role/team and across directorate</li> <li>• Creates a team environment where ideas can be heard and explored</li> <li>• Coaches and supports others to find and explore ways of improve efficiency, effectiveness and productivity whilst maintaining safety and minimising risk</li> </ul>	

Capability	Proficiency level
<b>Emotional Intelligence</b> – identifies, controls and appropriately expresses emotions of self, and manages the emotions of others with empathy and respect	Intermediate
<ul style="list-style-type: none"> <li>• Describes own feelings in a way that is sensitive to the feelings of others</li> <li>• Listens with presence and empathy</li> <li>• Consistently demonstrates emotional self-management and self-regulation</li> <li>• Recognises others’ non-verbal emotional cues (eg. Body language)</li> <li>• Captures information and insights on the emotional needs of customers, and shares these with team/manager to inform decision making regarding the customer experience</li> <li>• Shares emotions appropriately with team to support an environment where it is safe to express and manage emotions</li> <li>• Adjusts own behaviour to meet the emotional needs of internal and external customers</li> <li>• Supports and manages the emotional state of customers in order to clarify and meet their needs</li> <li>• Balances the day-to-day operational requirements of the role with meeting the emotional needs of customers</li> </ul>	

## 10. Corporate involvement

GMCT is a values-based organisation and seeks to cultivate a culture founded on quality of service delivery, responsiveness, collaboration and respect for others. It is an environment that requires all team members to maintain high standards of work.

### All GMCT employees are required to

- Maintain the highest standards of integrity and behaviour in line with GMCT Values and Code of Conduct.
- Uphold and enhance the reputation of GMCT.
- Participate in the development and review of organisational initiatives and assist in the delivery of organisational goals.
- Participate in regular performance management planning and review processes with immediate manager.
- Undertake identified training and development activities/programmes.
- Provide regular and /or ad-hoc reports to immediate manager when required in an agreed format for the purpose of monthly supervision, team meetings and six monthly and annual individual development reviews.
- Attend Regional and Team meetings as required.
- Maintain confidentiality at all times.
- Comply with all GMCT policies and procedures.
- Understand and adhere to all OH&S policy, legislation, regulation, risk management strategy, policy and procedure.
- Be responsible for effective risk management including incident reporting, and ensuring that management is aware of risks associated with business operations.

- Assist their manager in the identification, development and maintenance of the health and safety improvement action plan.
- Develop agreed and measurable success measures to support the health and safety management action plan and health and safety management strategy.
- Assist their manager in the input of risks, hazards or environmental risks into the risk register database.
- Implement hazard management practices in their daily activities.
- Report any injury, illness, asset or financial losses, hazard and near miss incidents to their manager/supervisor within 24 hours of detection in accordance with GMCT procedures.
- Comply with health and safety practices in accordance with the OH&S Regulations 2007, Victorian WorkCover Authority Codes of Practice and GMCT Safety Management Plan 2014.
- Comply with all other Commonwealth and State legislation relevant to the organisation.
- Undertake other duties as directed by immediate manager not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

## **11. Key selection criteria**

Applicants must address the following criteria in writing to be considered for this position.

All selection criteria are essential unless marked as 'desirable'.

### **Qualifications and experience**

- Bachelor's Degree in finance, accounting, or related field required (mandatory)
- CA or CPA qualified (mandatory)
- active participation in professional development activities
- 10+ years' experience in a financial management position.
- sound knowledge and practical experience of Australian Accounting Standards, public sector accounting and financial reporting.
- proficient in Microsoft Excel and financial management software.
- current Driver's licence

### **Skills / abilities**

- strong commercial and business awareness.
- ability to communicate clearly and effectively.
- strong interpersonal and presentation skills
- proven strategic planning experience at a management level.
- demonstrated creative and critical thinking skills.
- demonstrated project management capabilities and the ability to work on multiple projects simultaneously.
- an analytical approach to work.
- negotiation skills and the ability to engage and influence others.
- strong attention to detail and an investigative nature.
- good time management skills and the ability to prioritise.
- proven ability to provide strong leadership to develop a team.
- ability to build collaborative and strong working relationships with both internal and external stakeholders.
- the capability to make quick but rationale decisions.

### **Other requirements**

- strong listening skills
- thrive in a high-pressured and urgent environment
- strong work ethic
- delegation capability
- focused, committed, responsible and accountable
- determination and persistence
- ability to work in harmony with co-workers
- eager and willing to add to knowledge base and skills
- problem solving skills and initiative
- ability to work professionally to meet the GMCT's best interests

### **Technical skills**

- strong financial modelling capability
- experience and ability to use multiple finance related systems
- proficient in the suite of Microsoft products – Excel, Word PowerPoint etc

## Relevant physical requirements

Requirements	Frequency of occurrence (check box where appropriate)				Comments
	Rarely 0% to 5%	Occasionally 6% to 33%	Frequently 34% to	Regularly 67%-100%	
<b>Weights and forces</b>					
Lifting from floor to waist (<5 kg per item)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lifting at waist height (<5 kg per item)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lifting waist to above shoulder (<5 kg per item)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Pushing (trolley weighing up to 50kg)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pulling (trolley weighing up to 50kg)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Moving equipment and/or furniture	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Holding or supporting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Above shoulder	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Whole body and lower limb movement</b>					
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sitting - at desk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sitting – vehicle	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Walking – whilst carrying	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walking – on uneven ground	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Climbing – stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Climbing - ladders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Driving – passenger vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Computer – desktop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Computer - laptop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Kneeling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Upper body and upper limb movement</b>					
Reach - forward (>30cm from body)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Reach - side (>30cm from body)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Reach – above shoulder	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gripping or grabbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bending neck - looking up	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Bending neck - looking down	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Rotating neck	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Requirements	Frequency of Occurrence				Comments
	Rarely 0% to 5%	Occasionally 6% to 33%	Frequently 34% to 66%	Regularly 67%-100%	
Bending spine - forward	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Bending spine - backward	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Twisting spine to side	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Writing with pen or pencil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Typing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Sensory</b>					
Hearing – holding direct conversation and telephone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Hearing – alarms , signals, disturbance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visual – read printed material, signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Visual – read computer screens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Visual - driving	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Other</b>					

**I have read and understood the requirements of this role**

**Employee**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

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

**Director**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

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