

 <p>The Greater Metropolitan Cemeteries Trust Lasting memories, peaceful places.</p>	Position description	
Position title	ICT data analyst	
Fixed term contract or EBA	EBA	
Status	Full Time	
Classification and remuneration (remuneration EBA only)	Level 5.1 (\$78,875.79)	
Hours of work	38 Hours a week 5 Days	
Region	North	
Primary location	Fawkner	May be required to travel to other GMCT sites as and when required
Date PD adopted	December 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 12,500 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.

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 2017 - 2022

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

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

The position of ICT data analyst will form part of the Information and Communication Technology (ICT) Team and has the following organisational relationships:

Accountable to:	Manager, information & communication technology
Supervises:	No direct reports
Internal liaisons:	ICT delivery program manager, ICT service delivery manager, ICT support team, transformation program team, transformation solution architect and other GMCT staff
External liaisons:	ICT services and project suppliers and consultants

6. Position context

The Information and communications technology (ICT) department is one of two corporate functions (including Finance) that make up the Finance and ICT directorate. ICT are responsible for supporting the GMCT with a range of leading edge client focused products and services, including IT software and infrastructure, various business systems e.g. Integrated Audio Visual, 2 Way radio communications and security, to meet the organization's strategic objectives.

7. Position objectives

This position is responsible for analysing requirements definition and solution options of current business information challenges and supporting the future transformation based initiatives delivering business systems that provide value to the organisation.

This role requires good interpersonal and influencing skills, strong data analysis, design and coding skills, good problem-solving ability, and a good understanding of Agile analysis and delivery practices, including high-level understanding of ICT database systems and DevOps continuous delivery.

8. Key responsibilities

The ICT data analyst is responsible for ensuring that processes are in place for planning, preparation, extraction of data from multiple systems, transformation and cataloguing reports and services in support data visualisation and reporting for customer analytics and insights across current state 'BAU' and future state 'Digital' solutions.

The ICT data analyst will utilise their broad experience in data analysis and modelling in support of business needs to define reporting data sets, dashboards / data visualisations, analytics and reports supported by high-level analysis and design inputs for 'BAU' and 'Digital' initiatives and solution options, and recommendations through project lifecycles of concept, feasibility, and design.

The ICT data analyst will be responsible for analysing requirements and developing high-level and detailed designs along with proof-of-concepts for Information and Solution Platform delivery projects across multiple platforms, while:

- ensuring data access and information extraction, transformation and loading activities / processes are compliant with security, internal business controls and relevant statutory regulatory requirements
- closely work with key stakeholders to maintain smooth communication and helping in enhancing the business information needs

Responsibilities will include, but not be limited to the following:

- manage multiple concurrent projects, with non-linear project phases, while maintaining an appropriate availability to deliver well-designed solutions on time and within budget
- provide analytics leadership and design input to BAU initiatives and business stakeholders to support configuration, development and implementation of reporting solutions
- support the manager ICT to identify and support the needs of the business as input to current and future state ICT strategic initiatives
- provide input to the SDLC approach of IT solutions or systems to support business needs, via effective analysis and design of integrated solutions
- capture and document solution design and standards to support effective communication with key stakeholders on proposed reporting solutions
- provide maintenance and support for Data Warehouse, Data Lake / Virtual Repositories, Data Visualisations / Dashboards data-sets and processes relating to prescribed metrics and performance indicators
- maintain the Data Model and Reporting catalogue in conjunction with Data Governance and Management guidelines and associated business rules
- establish processes and templates for presentation of the analytics and insights as a range of periodic and cyclical reports and dashboards, where these would contain quantitative and qualitative insights, trend analysis and other related commentary that represents and supports the data
- be proactive in influencing report and dashboard format and designs; recommending refinements that will deliver improved reporting outcomes to the target audience
- respond in a timely manner to ad-hoc queries from board, executive, leaders and the broader GMCT team
- leverage new ways of reporting that optimise the presentation of data and information, while identifying opportunities to streamline data capture process improvements through technology automation and / or process change
- keep abreast of latest reporting trends and technologies that may assisting in creation of deeper analytics and insights i.e. Artificial Intelligence, Machine Learning, Map R and Natural Language Search
- assisting the development of strategies related to improving the quality of existing corporate data

9. Key capabilities

Essential capabilities	
Capability	Proficiency level
Collaboration – builds and maintains positive relationships to enhance productivity and increase customer satisfaction	Intermediate

- Adopts a flexible, open minded approach to achieving own objectives whilst supporting the achievement of broader team objectives

- Builds and maintains positive, productive relationships with each key internal and external stakeholders
- Partners with relevant internal and external stakeholders and teams to achieve individual and team outcomes
- Adopts an inclusive approach to collaboration and teamwork
- Proactively seeks out teamwork opportunities to deliver outcomes that enhance the customer experience
- Participates in networking and/or community forums beyond immediate requirements of own role

Preferable capabilities

Capability	Proficiency level
Profession Specific – knowledge, skills and experience that are required for non-industry professions	Intermediate

- Detailed knowledge, understanding and application of this capability
- Ability to handle non-routine problems and situations
- Requires minimal guidance or supervision/works independently
- Consistently demonstrates success in the capability area
- Capable of assisting others with the application of this capability

Capability	Proficiency Level
Customer Centricity – has the customer experience at the forefront of every decision and action	Intermediate

- Acts as GMCT advocate with community and customers
- Understands customer needs and uses this knowledge to deliver the right solutions for them in the right way, at the right time
- Uses customer satisfaction information to improve the customer experience
- Consistently looks at issues from the eyes of the customer
- Actively seeks feedback and insight from the customer when problem solving

Capability	Proficiency Level
Accountability and Results Focus – plans effectively and takes accountability for behaviour and results	Intermediate

- Maintains drive and consistent focus on achieving results
- Plans, manages and prioritises own workload to effectively and consistently deliver on individual and team objectives
- Initiates action without prompting
- Manages expectations, communicates clearly and ensures that issues are escalated and managed appropriately

<ul style="list-style-type: none"> • Maintains drive and consistent focus on achieving results • Plans, manages and prioritises own workload to effectively and consistently deliver on individual and team objectives • Initiates action without prompting • Manages expectations, communicates clearly and ensures that issues are escalated and managed appropriately
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<ul style="list-style-type: none"> • Uses knowledge of GMCT Strategic Objectives and GMCT Values to inform decision making, action and behaviour within own role • Understands the balance between the provision of excellent customer service and driving sales performance • Holds team to account for their behaviour 	
Capability	Proficiency level
Operational Excellence – drives and supports improvements in operations that enhance productivity, efficiency and effectiveness whilst maintaining safety and minimise risk	Intermediate
<ul style="list-style-type: none"> • Completes day-to-day requirements of role as promised and expected, and addresses/escalates errors and issues as appropriate • Balances the day-to-day operational requirements of the role with meeting the emotional needs of customers • Shares ideas for improvements with manager and team, and demonstrates initiative where appropriate/safe to do so • Continually searches for ways to improve efficiency, effectiveness and productivity in own role / within immediate team • Consistently adheres to safety and risk guidelines and standards and escalates issues where required 	
Capability	Proficiency level
Communicating with Influence – engages and inspires others through clear, timely, accurate and persuasive communication	Intermediate
<ul style="list-style-type: none"> • Tailors communications to suit the audience • Uses a range of influencing techniques to build support • Supports messages with relevant examples, evidence, demonstrations and stories • Communicates issues clearly and credibly with different audiences • Handles challenging questions confidently and constructively • Shows courage to raise difficult issues 	
Preferable capabilities	
Capability	Proficiency level
Change Agility and Resilience – maintains composure and focus under pressure and quickly adapts to change	Intermediate
<ul style="list-style-type: none"> • Identifies and addresses resistance to change • Supports other team members during time of change • Communicates key information and wider reasons for change • Gains support and generates enthusiasm for change • Recognises when to ask for support when face with challenges • Remains calm and engaged under pressure • Consistently demonstrates emotional self-management 	
Capability	Proficiency level
Customer Experience – delights our customers by delivering respectful and dignified experiences and services	Intermediate

- Engages in a productive and focused dialogue with the customer to identify appropriate solutions/products
- Draws knowledge from multiple sources to deliver respectful & dignified customer experiences
- Adapts personal style and approach to suit varying customer needs and backgrounds
- Provides advice and value-adding insights (where appropriate) for customers based on an understanding of their issues/needs
- Pursues and closes sales opportunities with confidence
- Lays the groundwork for future sales by building strong relationships
- Goes above and beyond to say 'yes' to the customer

Capability	Proficiency level
Emotional Intelligence – 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"> • Describes own feelings in a way that is sensitive to the feelings of others • Listens with presence and empathy • Consistently demonstrates emotional self-management and self-regulation • Recognises others' non-verbal emotional cues (eg. Body language) • Captures information and insights on the emotional needs of customers, and shares these with team/manager to inform decision making regarding the customer experience • Shares emotions appropriately with team to support an environment where it is safe to express and manage emotions • Adjusts own behaviour to meet the emotional needs of internal and external customers • Supports and manages the emotional state of customers in order to clarify and meet their needs • Balances the day-to-day operational requirements of the role with meeting the emotional needs of customers 	
Capability	Proficiency level
Innovation – actively seeks out ways to create and take advantage of opportunities to improve business performance and the customer experience	Intermediate
<ul style="list-style-type: none"> • Actively seeks out new insights and perspectives and invites the opinion of others • Uses sound judgement, logic, and relevant comparisons to evaluate information and identify solutions • Challenges the status quo and tests and trials new ideas • Demonstrates an open-minded, considered approach to decision making • Identifies appropriate new opportunities to delight the customer and takes calculated risks to achieve these 	

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

- minimum qualification of Bachelor's Degree in computer science, information management, statistics or five or years of technology related on-the-job experience.
- previous and demonstrable working experience as a data / reporting analyst
- strong analytical skills with the ability to plan, collect, organize, analyse and disseminate significant amounts of information with attention to detail and accuracy
- adept at queries, dashboards, report writing and presenting findings as high quality, fit for purpose reports and documents with quality commentary supporting the information presented
- other relevant Industry Certifications and / or Industry Experience will be highly regarded
- good knowledge of quality standards, legislation and best practice
- experience with statistical software and demonstrated knowledge of statistical analysis techniques

Skills / abilities

- strong analysis and problem solving and root cause identification skills
- ability to work independently yet work well as part of a small program and ICT team
- strong mathematical and analytical skills to manage both quantitative and qualitative information
- strong ability and interest in translating data into information; and information into knowledge; including the ability to identify data patterns, trends and linkages
- ability to undertake analysis, design and coding, while providing recommendations on implementation options and approach
- ability to gather and assimilate information, including the production of effective and excellent written documentation and verbal skills
- maintain up to date knowledge of technical applications
- must hold a current driver's license

Other requirements

- strong Analysis, Design and Coding experience
- strong demonstrable experience on projects of various sizes
- a self-starter with the drive and energy to get projects moving
- adaptable, with strong problem-solving skills and the ability to learn new tasks and concepts quickly
- ability to work under pressure, manage changing and competing priorities, respond quickly to ad-hoc requests and meet deadlines
- comfortable articulating and presenting complex concepts clearly and concisely
- previous experience working in high pressure delivery
- experienced in Green Fields projects and working from the 'Inception' of programs
- must be a team player and able to work collaboratively with and through others
- strong ability to:
 - build close working relationships;
 - influence others and command skills where necessary;
 - flexible and adaptable – able to work in ambiguous situations;
 - maintain a professional approach at all times;

- think ahead and anticipate problems, issues and solutions;
- exhibit good interpersonal and communication skills; and
- demonstrated ability to apply these with internal and external stakeholders across a diverse community.

Technical skills

- functional analysis and design across range of business and solution spaces with demonstrated ability to undertake a problem / root cause analysis approach to defining the need and solution options
- functional understanding of Data Management platforms, including Databases, Data Marts, Data Warehouses, Data Lakes / Virtual Repositories, Data Integration / ETL platforms and Master Data Management
- strong knowledge of and experience with:
 - extract, Transform and Load (ETL) and SSIS
 - reporting Services (R Services, SSRS, Crystal Reports, MS Excel, Power BI)
 - databases and schema's (i.e. SQL Server, Normalisation Rules-based or Star Schema)
 - programming and structured data approaches (i.e. ADO.NET, Java Script, XML, XSLT...etc)
- experience with two or more object-oriented or scripting languages C#, C++, HTML, J#, Java, .NET or other i.e. Perl, PowerShell, PHP, Python, Tcl, VBScript, XSLT
- strong experience in use of web services using two or more of ADO.NET, Discrete / structured HTML, JSON / REST-based API's, Message Queues (JMS / MQ) or WCF
- experience with Microsoft SQL Databases, components, deployment practices and database and query performance tuning
- functional understanding of big data frameworks such as Hadoop and Spark
- functional understanding of other database types such as Apache Cassandra, Graph, NoSQL and others
- ability to ensure use of information is aligned with principles and policies, aligned and managed in accordance with classification policies and used in an efficient manner

Relevant physical requirements

Requirements	Frequency of occurrence (check box where appropriate)				Comments
	Rarely 0% to 5%	Occasionally 6% to 33%	Frequently 34% to 66%	Regularly 67%-100%	
Weights and forces					
Lifting from floor to waist (<5 kg per item)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lifting at waist height (<5 kg per item)	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Above shoulder	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Whole body and lower limb movement					
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walking - on uneven ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Climbing - stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Climbing - ladders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Driving - passenger vehicle	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Computer - desktop	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Computer - laptop	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>	
Upper body and upper limb movement					
Reach - forward (>30cm from body)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reach - side (>30cm from body)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reach - above shoulder	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gripping or grabbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bending neck - looking up	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bending neck - looking down	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rotating neck	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Writing with pen or pencil	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Typing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sensory					
Hearing – holding direct conversation and telephone	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Hearing – alarms , signals, disturbance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visual – read printed material, signage	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Visual – read computer screens	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Visual - driving	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other					

I have read and understood the requirements of this role

Employee

Signature **Print name** **Date**

Manager

Signature **Print name** **Date**