**W****ork Capabilities Checklist:**

Work Capabilities Checklist: Administrative Officer

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**Administrative Officer**

**PRIVACY NOTICE:** The Department of Education (the department) is collecting personal information on the below employee’s health and its impact on work in accordance with the *Information Privacy Act Qld (2009)*, *Work Health and Safety Act 2011* and *Workers’ Compensation and Rehabilitation Act 2003*, and the department’s ‘Workplace rehabilitation’ or ‘Reasonable Adjustment’ procedure, to support and facilitate the provision of a workplace rehabilitation program or reasonable adjustments in the workplace.

The information will be accessed by a Rehabilitation and Return to Work Coordinator. Some of this information may be given to WorkCover Qld, QSuper or other insurer, a treating doctor or allied health professional or a doctor appointed by the department; information relevant to the impact of an injury/illness upon an employee’s work may also be discussed with a supervisor; for the purpose of identifying and considering rehabilitation options or reasonable adjustments in the workplace.

Information may also be discussed with Regional or Central Office Organisational Health and People Branch employees. Some of this information may be shared within the department for reporting purposes and with external agencies, where authorised under a law or to comply with regulatory agency requirements.

**Action Required**:

To be completed by treating medical practitioner or allied health professional and returned to the Rehabilitation and Return to Work Coordinator, to aid the development of a rehabilitation and return to work program or consideration of workplace reasonable adjustments.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_have examined \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In relation to (nature of condition/s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

They will be capable of performing the following duties from: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

□ Full time **OR** □ Part time\_\_\_\_\_\_\_\_\_\_\_\_\_ hours per day\_\_\_\_\_\_\_\_\_\_\_\_\_\_ days/week

Recommendations if gradual increase in hours (e.g. Week 1: 2 days/week; Week 2: 3 days/week) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Timeframe for return to independent full hours and duties\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Administrative officers are responsible for:**

* Providing a range of financial administrative activities and operations including data entry, maintenance of financial registers, computing and clerical support for the effective operations of the office, in accordance with legislative, policy and procedural requirements
* Contributing to the day to day management and support staff within the school/college
* Assisting with the day to day management of the school’s financial activities
* Other suitable duties, consistent with the duties and responsibilities of the position as directed by the Principal, Business Manager or nominated delegate

**Psychosocial Requirements**

* Abide by the Code of Conduct for the Qld Public Sector and the Department's Standard of Practice (includes obligation on all department employees to take responsibility for their own conduct and decisions, and to work collaboratively with colleagues to establish cooperative workplaces)
* Operate within a performance framework (Includes reviews and giving and receiving feedback)
* Participation in practices around workplace operational responsibilities and obligations
* Time pressure / high workload (unplanned interruptions, weather events, impromptu meetings and emerging issues)
* Variable work breaks (including unscheduled changes to work conditions such as working through meal breaks or additional extra-curricular activities)
* Working in groups or unsupervised

**Social / Interpersonal Requirements**

* Conflict resolution and negotiation (E.g. interactions between colleagues, supervisors, executive leadership, students, parents and supervisors)
* Duty of Care responsibilities (Includes student safety and other health and safety risks including complying with departmental policies and procedures)
* Interactions with public

* Work collaboratively with colleagues to establish cooperative workplaces (Includes the ability to operate within a team environment, appropriate reporting structures, and a performance framework)

| **Administration activities** | **Yes** worker is fully cleared to perform these duties | **No** they cannot perform these duties | Restricted or limitedwith the limitations/ restrictions as noted | **Duration (in minutes)** | **Please provide details of**  **limitations/ restrictions** |
| --- | --- | --- | --- | --- | --- |
| **Work within the psychosocial, social/ interpersonal requirements of the role**  (as per page 1) | □ | □ | □ |  |  |
| **Administrative Office tasks**   * Self -paced, alter between sitting/standing; variable surface heights and chairs | □ | □ | □ | □<5 □<10□<15□<20 |  |
| * May include computer keyboard data entry, mouse operation (or stylus), telephone calls and hand writing | □ | □ | □ | □<5 □<10□<15□<20 |  |
| * Restock small supplies, carry items including laptop or boxes (up to ~12 kg) | □ | □ | □ | □<5 □<10□<15□<20 |  |
| * Interaction with students, school and departmental staff, the public including parents or contractors and students | □ | □ | □ | □<5 □<10□<15□<20 |  |
| **Self-mobilise and navigate around school grounds**   * Walk on variable surfaces including flat, sloped or uneven ground, climb stairs, open/close gates and doors, may also be required to carry items/equipment, or push trolley | □ | □ | □ | □<5 □<10□<15□<20 |  |
| **Attend extra-curricular activities**   * May include professional development; travelling in a vehicle or plane; carrying or assisting with luggage (up to 25kg); extended periods of sitting, standing or walking | □ | □ | □ |  |  |
| **Attend meetings**   * E.g. with parents, staff, or management (may address performance/conduct if relevant) | □ | □ | □ |  |  |
| **Conduct school lockdown**   * As per school procedure. Tasks are extremely variable depending on threat | □ | □ | □ |  |  |
| **Administer First Aid**   * Variable depending on illness, injury, or environment. First aid kits weigh up to 2kg, may be required to lift, drag or support person (with assistance) if required | □ | □ | □ |  |  |
| **First Response (Fire)**   * Operate ~ 9kg extinguisher | □ | □ | □ |  |  |
| **Operate light Vehicle or Mini-bus**   * Manual or automatic * Enter and exit vehicle * Carry resources up to ~10kg | □ | □ | □ |  |  |
| **Open and close school**   * Includes doors, gate, roller doors, security system, isolation early/late hours | □ | □ | □ |  |  |

**Additional comments/ recommendations / reasonable adjustment considerations:**

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**SIGNATURES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Print name** | **Signature** | **Date** |
| #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position title: e.g. Treating General Practitioner/ Psychologist / Physiotherapist |  |  |  |
| Employee |  |  |  |
| Rehab & return to work coordinator |  |  |  |

*# position title must be completed*