

Job requirements guide

The more detailed your job requirements, the more likely you are to find a person well matched to your job vacancy. This template provides a broad overview of the common physical, environmental and interpersonal expectations for a range of roles to assist you when recruiting.

The list provided is a guide only and is not exhaustive, however it offers a good starting point when articulating the requirements of a role.

Job Title	
Hours	
Location	

Description of the job

Include an overview of the overall objectives and responsibilities involved in the job, key tasks and daily routines. Also state any certificates or qualifications required for the role, if applicable.

Frequency guide

- Constant (ongoing, occurs daily)
- Frequent (occurs 1-2 times daily)
- Occasional (occurs 2-4 times per week)
- Infrequent (occurs once per week or less)

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Driving disability employment

Physical	Essential task y/n	Frequency	Comment
Standing			
Walking			
Sitting			
Bending/twisting the back			
Bending/twisting the neck			
Kneeling/squatting/ crouching			
Climbing e.g. stairs/steps/ladders			
Reaching forward/sideways >30 cm			
Working with hands above shoulder height			
Lifting/carrying e.g. boxes of folders, reams of paper 5-10kg			
Pushing/pulling/dragging			
Gripping/grabbing			
Fine hand coordination			
Holding/supporting any object or person			



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Environmental	Essential Task y/n	Frequency	Comment
Work in an indoor/outdoor environment			
Work at heights			
Work in confined spaces			
Operation of equipment/ machinery, or work performed in close proximity to moving parts/objects e.g. computer, photocopiers, paper shredder, security swipe pass, printing press machines, kitchen equipment, urn, cutlery			
Exposure to noise			
Contact with chemicals/ cleaning products e.g. printer toners, car washing cleaners, kitchen cleaning chemicals			
Exposure to fumes/dust			
Managing security/private information			



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Interpersonal	Essential Task y/n	Frequency	Comment
Interaction with clients/members of the public e.g. face-to-face, answering phones			
Dealing with highly emotional/conflict situations			
Dealing with difficult/complex negotiation of a personal nature			
Working in a team requiring maintenance of relationships/ communication with others			
Working in isolation or with limited interpersonal interactions/supervision			
Working in a busy environment where time pressures and / or fast work pace may be required with frequent interruptions			
Appearance and grooming, dress standards e.g. office attire, smart casual, uniform, covered shoes			



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