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)

| **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 |  |  |  |

| **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 |  |  |  |