

JOB DESCRIPTION



Position Title		Level	
Reports to (role)			
Team			
Location			

PURPOSE OF POSITION

KEY RESPONSIBILITIES

Key	Tasks required to achieve Key Responsibilities	Measures

KEY RESPONSIBILITIES continued ...

Key	Tasks required to achieve Key Responsibilites	Measures

Workplace Safety

- ▶ Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work.
- ▶ Identify and assess workplace hazards and apply hazard controls.
- ▶ Report every workplace injury, illness or near miss, no matter how insignificant they seem.
- ▶ Abide by Telethon Kids Institute policies and procedures.
- ▶ Responsibilities are embedded in work practices.
- ▶ Hazards are effectively managed or reported.
- ▶ Accidents and incidents are reported in a timely manner.
- ▶ All applicable safety policies and procedures are sought, understood and implemented.

ESSENTIAL CRITERIA

Qualifications:

(what are the minimum educational, technical or professional qualifications required to perform the role)

Essential Skills, Knowledge & Experience:

DIRECT REPORTS

Positions to be supervised by this role

Approved by:

Signature of the person with the authority to approve the job description and job title

Date approved:

Date upon which the job description was approved

Reviewed by P&C:

Date when the job description was last reviewed by People & Culture