**W****ork Capabilities Checklist: Business Manager**

Work Capabilities Checklist: Business Manager

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**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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Business Managers are responsible for:**

The development and implementation of operational methods, policies, practices and standards, as appropriate to the role, to support the school’s administrative function; including but not limited to those related to:

* human resources, including conflict resolution, performance management, rehabilitation processes & change management;
* financial management and reporting;
* building and services management;
* strategic planning and resource allocation (including technology); and
* other suitable duties, consistent with the duties and responsibilities of the position as directed by the Principal 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 (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 meetings   * E.g. with parents, staff, or management (may address performance/conduct if relevant) | □ | □ | □ |  |  |
| **Administer First Aid**   * Task is variable depending on illness, injury, environment, First Aid Kits weight up to 2kg, may be required to lift, drag or support person (with assistance) if required | □ | □ | □ |  |  |
| **Emergency first response (fire)**   * Operate ~9kg fire extinguisher | □ | □ | □ |  |  |
| **Operate light vehicle or mini bus**   * May be manual or automatic * Enter and exit vehicle * Carry resources up to ~10kg | □ | □ | □ |  |  |
| **School, opening and closing**   * Doors, gate, roller doors, security system), isolation early/late hours | □ | □ | □ |  |  |
| **Participate in school lockdown, as per school procedure**   * Tasks are extremely variable depending on threat | □ | □ | □ |  |  |

**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*