



Position information kit

Immunisation Nurse

Classification: Level 1/2

Position no: 1490

Date created: February 2012

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Table of Contents

PART A: POSITION SUMMARY	2
PART B: POSITION DESCRIPTION	3
POSITION OBJECTIVE.....	3
KEY RESULT AREAS	3
ORGANISATIONAL RELATIONSHIPS.....	3
ACCOUNTABILITY AND EXTENT OF AUTHORITY.....	4
JUDGEMENT AND DECISION MAKING	4
SPECIALIST KNOWLEDGE AND SKILLS:.....	4
MANAGEMENT SKILLS:.....	4
INTERPERSONAL SKILLS:.....	5
QUALIFICATIONS AND EXPERIENCE:.....	5
PART C: KEY SELECTION CRITERIA	5
PART D: EXPECTED BEHAVIOURS AND ORGANISATIONAL RESPONSIBILITIES.....	6
MOONEE VALLEY CITY COUNCIL VALUES.....	6
ORGANISATIONAL RESPONSIBILITIES.....	7
PART E: CONDITIONS OF EMPLOYMENT.....	11
AWARDS AND INDUSTRIAL AGREEMENTS.....	11
TENURE	11
SALARY.....	11
HOURS OF DUTY	12
LEAVE ENTITLEMENTS.....	12
QUALIFYING PERIOD	12
RESIGNATION/TERMINATION	13
SUPERANNUATION	13
LOCATION	13
CANVASSING OF COUNCILLORS	14
POLICIES	14
PERFORMANCE ENHANCEMENT PROGRAM (PEP).....	14
SMOKING.....	15
PART F: APPLICATION PROCESS.....	16
APPLICATIONS.....	16
RESIDENCY STATUS.....	17
PRIVACY STATEMENT	17
INTERVIEW & ASSESSMENT.....	17
PROOF OF QUALIFICATIONS.....	18
PRE-EMPLOYMENT MEDICAL	18
POLICE CHECK.....	18
WORKING WITH CHILDREN CHECK.....	18
COMMENCEMENT OF DUTIES.....	19
ENQUIRIES	19

PART A: POSITION SUMMARY

Position context

To control & prevent the spread of preventable infectious diseases within Moonee Valley through the provision of immunisation, education and advice.

Brief description of the role

The position involves working as part of a team to provide the following:

- A free childhood immunisation program that is mobile and accessible to the community. Providing morning, afternoon and evening open sessions to the public.
- A school based program
- An adult immunisation program, including staff flu vaccinations.

Experience and skills required

- Registered Nurse Division 1.
- Accredited Nurse Immuniser.
- Some experience in the provision of public immunisation.
- A thorough knowledge of the National Health and Medical Research Council Immunisation Handbook.
- Ability to respond professionally in the case of a medical emergency.
- Hold a current CPR certificate.
- Demonstrated ability to work well in a team environment.
- To provide a high level of customer service whilst maintaining a high level of professionalism, integrity and confidentiality.
- Current Victorian motor vehicle driver licence.

PART B: POSITION DESCRIPTION

POSITION OBJECTIVE

To control & prevent the spread of infectious disease within Moonee Valley through the provision of immunisation, education and advice.

To provide a high level of customer service whilst maintaining a high level of professionalism, integrity and confidentiality.

KEY RESULT AREAS

Immunisation

- Prepare medical supplies, equipment and vaccines for each immunisation session.
- Advise Immunisation Officer on vaccine and medical equipment stock control.
- Assist with the setting up of each venue.
- Advise parents on pre and post vaccination care of children.
- Vaccinate children in accordance with NH&MRC schedules and Council's quality procedures.
- Assess contraindications and consent for each person/child prior to vaccination.
- Participate in Immunisation Team Meetings with a view to discussing service issues and/or improvements.
- Represent Council at external meetings/training forums as requested.

Other Duties

Responsibilities and duties included in this position description are subject to the multi-skilling provisions of the Moonee Valley City Council "Doing Business Better" Enterprise Agreement 2010 - 2013 or any supplementary agreements and where applicable the appropriate award.

ORGANISATIONAL RELATIONSHIPS

Reports to: Coordinator Environmental Health
Immunisation Officer

Supervises: Nil

Internal Contacts: Environmental Health Unit Staff and other
Council employees

External Contacts: Citizens and visitors of Moonee Valley, students and staff of local schools, Department of Health, local government staff.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The Immunisation Nurse is accountable for the delivery of quality, professional immunisation services.
- Handling, preparation and administration of vaccines in accordance with NH&MRC and State Government guidelines and correct medical practice.
- The Immunisation Nurse must comply with all relevant legislation and codes of practice including mandatory reporting of child abuse, OH&S and confidentiality of records.
- The Immunisation Nurse acts independently in his/her role, they may however seek advice other Nurse immunisers and the immunisation officer.

JUDGEMENT AND DECISION MAKING

With reference to any Council policies and guidelines and NH&MRC, State Government guidelines issue advice and make decisions concerning the suitability of vaccine administration for individual clients.

SPECIALIST KNOWLEDGE AND SKILLS:

- Experience in the provision of service programs to the general public.
- Thorough knowledge of the Australian Immunisation Procedures Handbook.
- Thorough knowledge of resuscitation procedures and practice for paediatric patients.
- A working knowledge of the intention of relevant immunisation and infectious diseases legislation, schedules and guidelines.
- Good oral communication skills

MANAGEMENT SKILLS:

- Well-developed time management skills.
- Ability to give advice and instructions to the general public.

INTERPERSONAL SKILLS:

- Ability to communicate effectively and sensitively with distressed children and parents.
- Demonstrated commitment to quality customer service.
- Ability to work effectively in a team environment.

QUALIFICATIONS AND EXPERIENCE:

- Registered Nurse Division 1.
- Accredited Nurse Immuniser.
- Some experience in the provision of public immunisation.
- Current Victorian motor vehicle driver licence.

PART C: KEY SELECTION CRITERIA

- Some experience in the provision of public immunisation within a local government setting.
- Clear understanding of immunisation guidelines concerning contraindications and emergency procedures.
- Physically and mentally fit to undertake duties as outlined in this position description.
- No relevant criminal record found in a police check
(for relevant positions)
- Physically and mentally fit to undertake duties as outlined in this position description.
- Working with Children

Note: A Position Description reflects the minimum. The desirable skills, knowledge and experience are indicative of the movement through the Band and forms part of future training program.

PART D: EXPECTED BEHAVIOURS AND ORGANISATIONAL RESPONSIBILITIES

MOONEE VALLEY CITY COUNCIL VALUES

Moonee Valley City Council Values are at the core of our work. They inform our work and behaviours, and determine how we engage with each other and those outside the organisation.

These values must drive the work of each individual at Moonee Valley City Council. Your commitment to these values will be central to your successful performance as an employee of Moonee Valley City Council. It is expected that your work will reflect the core values of the Council.

Strategic thinking – Looking ahead, planning for change and understanding community aspirations in the context of Council’s role. You will strive to understand the broad context in which decisions are made, including emerging issues and trends within the community, particularly the opportunities that arise from improving technology.

Communication – Sharing the information and listening to each other so that we can better serve citizens. You will communicate with others respectfully, in an open, honest and constructive way in order to improve results. You will ensure that you share information and everyone has equal access to that information so people can make properly informed decisions.

Accountability – Taking responsibility for our actions, reporting accurately on our activities. You will carry out your day-to-day duties in a manner that earns the trust of other employees and the community. To earn this trust you will operate transparently and accept responsibility for the success or failure of your work, learning from your mistakes. In addition, if required, you will report to Council and the community so that they can clearly see how resources are allocated to meet the community’s needs.

Leadership – Showing the way by living our values. Every person in the organisation is a leader and has the capacity to show leadership. You will show leadership by adhering to our values, communicating with others, acknowledging constraints, seizing opportunities and working together to improve outcomes.

Innovation – Seeking new ways to achieve better outcomes. You will focus on working to achieve goals, develop systems and solve problems more efficiently and effectively by sharing knowledge and learning.

Teamwork – Helping each other is everyone’s job to achieve the best outcome for citizens. You will strive to understand the roles of others, respect the different skills, abilities and perspectives we each bring as individuals and use this diversity to achieve a better outcome. You will pitch in when others need a hand and ask for help when you need it.

ORGANISATIONAL RESPONSIBILITIES

All staff have the responsibility to perform their duties in a way that conforms with legislative requirements, meets Council's strategic directions, and is transparent and ethical.

Service First

When dealing with citizens and customers you will provide prompt, accurate and courteous service. You will seek positive outcomes for those you deal with. You will treat people with respect, dignity, equality and fairness. You will comply with service first standards for your department for face to face and telephone contact. You will respond to correspondence within the prescribed time. You will action request for service (RFS) within the prescribed time.

Occupational Health & Safety

Moonee Valley City Council is committed to providing and maintaining a working environment that is safe and without risks to health as far as reasonably practicable. Meeting this commitment requires teamwork and cooperation. As an Employee of Council, you are an integral part of our team and therefore, share the responsibility for providing a safe and risk free working environment.

To achieve our desired outcome, you will:

- Follow the Occupational Health and Safety Act, related Regulations and defined OHS policies, procedures, safety rules and safe working procedures relating to the work being undertaken in order to ensure own safety and that of others in the workplace.
- Report all hazards having the potential to cause injury or illness promptly.
- Actively participate in workplace inspections to determine the presence of hazards. Assist in the implementation of suitable control measures to eliminate the hazard or reduce the risk as far as reasonably practicable.
- Consult with others regarding safety matters and participate where required in the resolution of safety issues.
- Support rehabilitation of injured workers.

'Equal Opportunity and Human Rights' and 'Bullying and Occupational Violence'

Moonee Valley City Council is wholly committed to the principle of 'Equal Opportunity and Human Rights' and the prevention of Bullying and Occupational Violence.

As an employee of Council you are responsible for ensuring that your behaviour is free of harassment, discrimination or victimisation towards any other person.

You will also ensure that:

- You comply with Council policies and procedures relating to Equal Opportunity and Human Rights; and Bullying and Occupational Violence.
- As required by legislation, you maintain an awareness of your obligations and responsibilities.
- You will support diversity within your team to ensure inclusive service delivery.
- You undertake training as required.
- Your work aligns with key policies of Council including the Community Wellbeing Strategy (CWS), Diversity and Social Inclusion Strategy (DASIS) and Women's Health Initiative (WHI).

Risk Management

Moonee Valley City Council actively manages risks in all areas of its business activities so as to protect its employees, assets, services, property, reputation and the general community.

As an employee of Council you are expected to:

- Comply with Council's Risk Management Policy, Risk Management Strategy and supporting documents; and
- Report all risks and threats to your Team Leader, Supervisor or Manager immediately; and
- If requested by management participate in the risk management process of identifying, analysing, evaluating, treating, communicating, monitoring and reviewing risks.

Privacy

Council is committed to compliance with the Information Privacy Act.

As an employee of Council, you shall respect and protect the privacy and confidentiality of all information that you may obtain or have access to as a consequence of your employment by:

- Collecting only personal information that is necessary for performance of your function.
- Using and disclosing personal information only for the purpose for which it was collected.
- Making sure personal information is accurate, complete and up to date.
- Taking reasonable steps to protect personal information from misuse, loss, unauthorised access, modification or disclosure.
- Not seeking sensitive information, including racial or ethnic origin, political views, religious beliefs, sexual preferences, membership of groups or criminal record from another individual.

Sustainability

Council plays a crucial role in ensuring environmental sustainability in Moonee Valley, through minimising its impacts and leading by example. The key environmental challenges faced by Council and community are:

- Protecting our natural assets;
- Using resources wisely;
- Minimising everyday environmental impacts.

Council has committed to a number of targets, including reduced water use and moving towards carbon neutral facilities and service provision.

To achieve our desired outcome, you will:

- Maintain an awareness of resource use in your role and minimise this wherever possible;
- Carry out your role in line with Council's Waste Wise Organisation policy and Green Purchasing principles;
- Review work practices to identify where changes to behaviour or technology can improve their environmental performance.

Records Management

- Employees of Moonee Valley City Council must ensure that they maintain complete and accurate records relating to the business activities that they perform on behalf of Council.
- To ensure future accessibility, Council records, including correspondence, reports, facsimiles, emails etc must be saved or scanned into the electronic records management system.
- Council records must not be disposed of without authorisation from the Coordinator Records. Unauthorised alteration, removal, distribution or destruction of Council records is prohibited.

Excellence in Governance

Employees of Moonee Valley City Council are expected to demonstrate and maintain behaviours that are, courteous, respectful of alternative views and opinions, professional and which uphold integrity, honesty and care in discharging their responsibilities.

Employees must at all times treat others fairly and respect others differences.

Employees are expected to comply with any lawful order or work direction given by any person authorised to make such an order or work direction. Any doubts as to the propriety or legality of an order or work direction should be referred to the appropriate Director/Executive Manager.

Employees are expected to be diligent in the performance of their duties and ensure that they remain focused on the provision of quality services.

Employees are obliged to observe confidentiality in relation to any privileged information an employee receives as a Council employee.

Employees shall not engage in any private practice where the same, or similar, professional or trade skills used in employment with Council are used in such private practice (whether or not relating to activities within or outside the municipality), except with the specific permission of the Chief Executive.

Any actual or perceived conflict of interest must be disclosed prior to business dealings or immediately the conflict is apparent. This includes any possible direct or indirect pecuniary interest with a potential external tenderer in respect of goods, services or works tendered by Council and any external tenderer or other party in respect of employment opportunities offered or maybe offered to the employee.

Employees must not make a statement made on behalf of the Council to the media or public unless authorised to do so by the Chief Executive.

Employees shall not use confidential Council information to gain advantage for themselves or for any other person or body. Employees shall not use such information improperly to cause harm or detriment to other staff, people, body or the Council.

Employees shall not discuss departmental business or staff matters with Councillors. An employee is to consult the appropriate Director/Executive Manager prior to engaging in any meeting with a Councillor/s. Employees are to obtain directions from the appropriate Director/Executive Manager prior to dealing with a request from a Councillor/s.

PART E: CONDITIONS OF EMPLOYMENT

AWARDS AND INDUSTRIAL AGREEMENTS

Due to the varying functions of a Council, conditions of employment can differ between work units. The following information is intended as a brief guide to information you may like to know prior to applying for a position. Conditions specific to a work unit will be explained during the interview process.

Employment conditions for all employees are in accordance with the relevant award, employment contract or industrial agreement. Currently the awards pertaining to Moonee Valley City Council employees are:

- Victorian Local Authorities Award 2001
- Nurses (ANF Victorian Local Government) Award 2002
- Local Government Early Childhood Education Employee's Agreement 2009

Council's current industrial agreement is the Moonee Valley City Council "Doing Business Better" Enterprise Agreement 2010 - 2013.

Early Childhood Teachers and Early Childhood Education Assistants are not covered by Council's Enterprise Agreement 2010 – 2013, however Early Childhood Education Assistants continue to receive specified benefits from Council's former Enterprise Agreement 2005 – 2010.

There are also a number of other agreements, for instance various Employment Contracts, which may alter award conditions. Arrangements specific to your employment and work place will be explained to you during the recruitment process.

All Council employees operate under a certified agreement. A copy of all Awards and agreements are readily available to all staff.

TENURE

The tenure/status of this position is Casual

SALARY

Salary is in accordance with the Nurses (ANF – Victorian Local Government) Award 2002 and Council's Enterprise Agreement, Level 1/2 with 25% loading in lieu of leave entitlements

The salary includes a qualification allowance.

HOURS OF DUTY

Your hours of duty, pattern of work and working arrangement will be discussed with you prior to commencement.

Your pattern of work and working arrangement may be varied during your employment to meet operational requirements.

The hours of duty for this position are casual.

LEAVE ENTITLEMENTS

Leave entitlements are in accordance with the appropriate award.

Additionally, Council's enterprise agreement and policies offer employee's generous entitlements including:

- Paid parental leave;
- Paid pre-natal leave;
- Paid bereavement and compassionate leave;
- Primary carers leave;
- Primary carers recreation leave;
- Cultural and ceremonial leave;
- Leave without pay;
- Reimbursement of after hours dependant care;
- Alternate model of employment (up to an additional 10 weeks leave per year)

Please note payment for annual leave, sick leave and Public Holidays (not worked) is not available to employees who are paid a loading in lieu of such paid leave.

QUALIFYING PERIOD

All employees (other than casual employees) are required to complete a six month qualifying period at the beginning of their employment. Successful completion of the qualifying period will include, but is not limited to:

- Performance on the job, including the satisfactory achievement of the performance objectives set in the employee's commencement plan.
- Skills and knowledge represented in application.
- The commitment to and how the employee's work reflects the core values of Moonee Valley City Council.
- Attendance.
- Completion of Moonee Valley's induction process, which includes participation in:
 - Corporate induction program (attendance based and on-line)
 - Local induction

- Compliance training:
 - Equal Opportunity
 - Charter of Human Rights and Responsibilities,
 - Privacy
 - Bullying and Occupational Violence
 - Sexual Harassment
 - Managing the risk in our workplace.

Management shall determine during the qualifying period whether the employee has/is successfully achieving the requirements determined above and any additional requirements that may have been incorporated into the employee's letter of offer.

Where, in the opinion of management, the employee will not or has not successfully achieved the requirements determined above and any additional requirements that may have been incorporated into the employee's letter of offer, the employee's services shall be terminated.

RESIGNATION/TERMINATION

The provisions of the appropriate Award, Moonee Valley City Council "Doing Business Better" Enterprise Agreement 2010 - 2013, applicable Council policies and if applicable the Local Government Act shall apply in relation to the resignation/termination of employment of an employee.

SUPERANNUATION

- a) Moonee Valley City Council shall make superannuation contributions in respect of the employees covered by this Agreement in accordance with the Superannuation Guarantee (Administration) Act 1992, as amended and this agreement.
- b) Moonee Valley City Council shall be a participating Employer of Vision Super, HESTA and Health Super and shall contribute to these funds on behalf of its employees, other than as provided in sub-clause (c) of this clause.
- c) An employee of Moonee Valley City Council may in accordance with the requirements set out in the Superannuation Guarantee (Administration) Act 1992, as amended, request that the employer contributes superannuation on behalf of the employee to an alternate fund of the employee's choice. Any alternate fund must be a complying and registered fund and must accept contributions electronically.

Vision Super shall be the default fund in circumstances where an employee does not advise the employer of an alternate fund.

- d) Moonee Valley City Council will make all arrangements that are necessary to enable it to contribute to superannuation in respect of its

employees and to facilitate such for its employees who wish to make voluntary contributions to superannuation by means of wage/salary deduction.

LOCATION

Upon accepting a position with the Moonee Valley City Council, an employee will be advised of his/her commencement work location.

An employee's work location may at the Chief Executive's discretion, be altered during the employee's employment with the Council.

CANVASSING OF COUNCILLORS

Canvassing of Councillors either directly or indirectly for employment will immediately disqualify prospective applicants for positions with Moonee Valley City Council. This includes requests for Councillors to provide references or to act as referees.

POLICIES

The incumbent of this position is required to undertake his/her employment with due regard to personal safety and that of co-workers and the general public in accordance with relevant legislation, Council policies and procedures.

Each employee is responsible for ensuring that they are familiar with Council Policies.

All Policies can be located on Councils Intranet site (Edna) ⇒ HR: Policies and Procedures.

Employee's, who do not have computer access, should contact their supervisor or the Human Resources Department for copies of policies.

PERFORMANCE ENHANCEMENT PROGRAM (PEP)

Council's Performance Enhancement Program (PEP) or online Performance Evaluation System (PES), is a holistic approach to assist in achieving and maintaining a quality service, Council's Values, Goals and Objectives and the development of staff.

The program encompasses:

- Appraisal and reflection;
- Individual and departmental objective and goal setting;
- Behavioural objectives;
- Employee development;
- Assessment and review.

Annually, Management and an employee will undertake a review of the previous year's performance and achievements and the development of the next year's individual employee development plan.

The process shall include as a minimum:

- 180 degree feedback on individual, departmental and corporate performance and achievement;
- Assessing the level of achievement of the employee's established performance objectives;
- Assessing the level of achievement of, and compliance with, Council's Values and organisational obligations;
- Assessing the level of achievement of, and individual and corporate benefits derived from, all learning and development;
- Development of the next year's individual performance objectives;
- Development of the next year's individual learning and development, including, position related training, corporate training and career development training.

SMOKING

Smoking is not permitted in any Council workplace including Council owned and/or managed properties or buildings including the Civic Centre and Depot and all Council vehicles, including plant.

PART F: APPLICATION PROCESS

APPLICATIONS

Expressions of Interest should be emailed to:

recruitment@mvcc.vic.gov.au

Please Note: Electronic resumes will only be accepted in Microsoft Word or Adobe Acrobat format.

If you do not have access to a computer, applications can be forwarded to the following postal address:

Manager, Organisational Development
Moonee Valley City Council
P.O. Box 126
Moonee Ponds Vic 3039

All applicants are requested to include the following details in their application:

- A **covering letter** which states the title of the position you are applying for (please include the relevant position no) and why you are interested in the position.
- A supporting document which addresses the **key selection criteria** as stated in the position information kit. (Applications that do not address the Key Selection Criteria may not be considered)
- A **current resume** which includes:

Personal details:

Full name, address and telephone number.

Educational achievements:

Qualifications held, including date of issue.

Experience:

Full details of past experience, including the present position held.

References:

At least two professional referees should be nominated, together with details of their current positions and phone numbers on which they may be contacted. No contact will be made with these referees without prior approval of the applicant.

*** NB - Privacy**

Applicants who provide personal information (such as the names and contact details) of referees, either in their application or at a later time, must advise those people that their personal information will be supplied to Moonee Valley City Council. Applicants must ensure that each listed referee agrees to the applicant providing such information to Moonee Valley City Council.

RESIDENCY STATUS

Applicants must be either a permanent resident of Australia or have evidence that they have the right to work in Australia.

If you are not a permanent resident of Australia, please attach a copy of one of the following documents to your application as evidence of your right to work in Australia:

- Australian Birth Certificate;
- Australian Citizenship Certificate;
- Australian or New Zealand passport;
- Evidence of Permanent Residence Status, or Temporary Visa with entitlement to work.

PRIVACY STATEMENT

The personal information you have provided will be used to assess your application for employment. You have been requested to provide this information in order to enable Council to compare your application with others and to verify the statements made. In applying for this position, you are giving your consent for Council to use this information. The information is used by council only in connection with your application (and to form the basis of your personnel file if successful). Relevant parts may be disclosed to persons or organisations you have identified as current or former employers, referees or others who may be able to assist Council in assessing your application. It may also be disclosed to any authority such as immigration, licensing, educational or other where you have made a statement or indicated a qualification that Council needs to verify. You may access this information by contacting Council on 9243 8764. Information provided by you, which is no longer needed, will be destroyed six months from the date of receipt.

INTERVIEW & ASSESSMENT

Applicants should be prepared to attend a personal interview/s. Additionally applicants may be asked to undertake skills testing, cognitive ability, work sample and aptitude tests.

Please note verification of claims made in application and during interview will be sought.

PROOF OF QUALIFICATIONS

Prior to commencement the successful applicant will be required to provide original copies of all qualifications (or other satisfactory proof of qualification), and a copy off all such qualifications shall be made and kept on the employee's personnel file. (Qualifications include licences and endorsements etc).

PRE-EMPLOYMENT MEDICAL

As part of the selection process, the recommended applicant(s) will be required to undergo a pre-employment medical examination with a Council appointed doctor to determine their ability to carry out the **inherent requirements** of the position.

The applicant(s) will be required to sign an Occupational Health and Safety Declaration.

Note: Failure to disclose the information required on the Occupational Health and Safety Declaration or making false or misleading disclosures, may disqualify you from any Workers' Compensation entitlements for any recurrence, aggravation or acceleration of the pre-existing injury or disease if it is sustained in the course of, or due to, the nature of your employment with Moonee Valley City Council. (Section 82 of the Accident Compensation Act)

POLICE CHECK

Applicants may be required to undergo a Police Check prior to commencement in the position.

WORKING WITH CHILDREN CHECK

The *Working With Children Act 2005* (The Act) requires certain employees to hold a Working With Children (WWC) permit before the employee can undertake his/her work role.

Employees who require a WWC permit to undertake their work role, but have not obtained such a permit will not be permitted to commence employment with the Council.

Employees who require a WWC permit to undertake their work role, (consistent with the phase in period for the work role of the employee) shall be required to obtain a WWC permit, or make application for a WWC permit prior to the end of the phase in date.

Please see Council's policy and procedure on Working with Children Checks for further information and assistance.

The policy and procedure can be located on Councils Intranet site (Edna) ⇒
HR: Policies and Procedures.

COMMENCEMENT OF DUTIES

State the period of notice required to be given to present employer.

ENQUIRIES

Telephone enquiries may be made to Debbie Craig on Phone **9243 9189**.