

Creating Employer Based Job Roles (Premium Functionality)

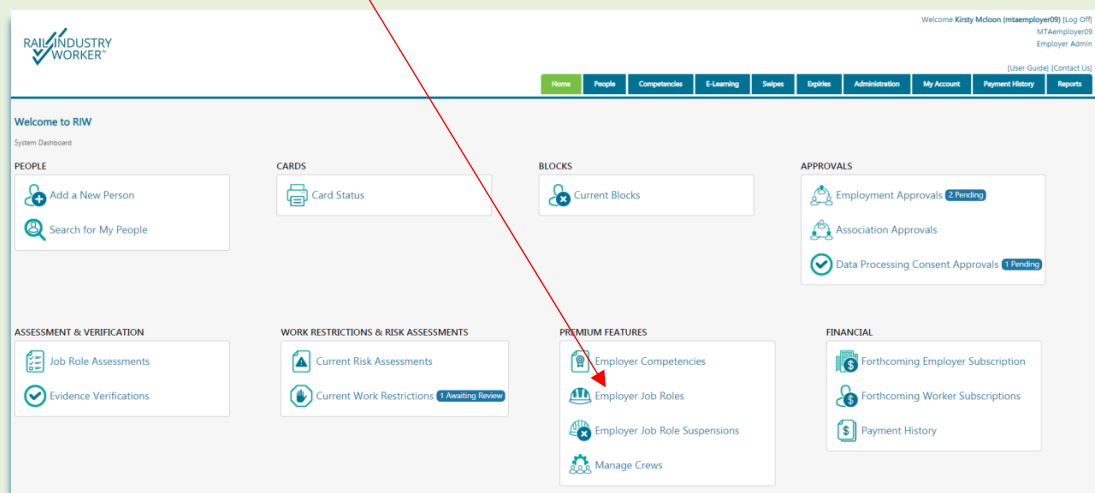
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A job role is a particular task or set of actions that a worker has the competence and compliance to perform. If a worker does not have the required job role, they may not be permitted on site in that capacity.

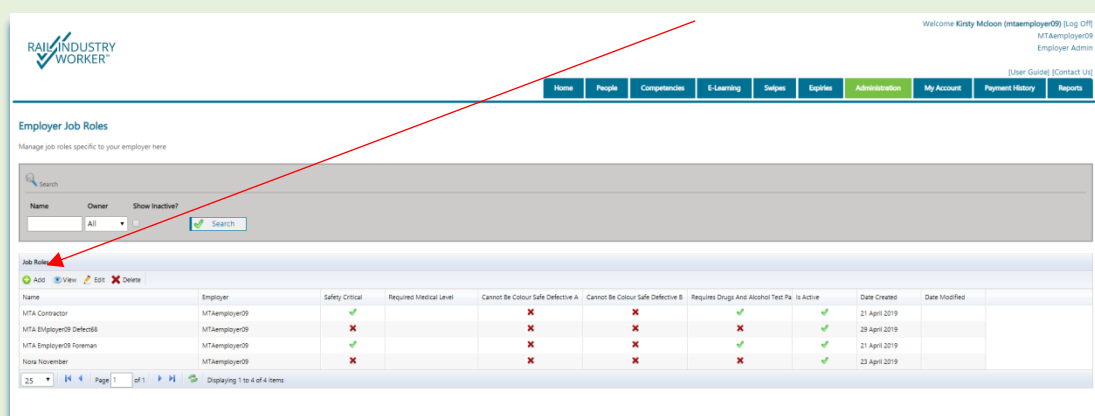
Note that employer-based job roles can only be created and assigned by Employers with Premium Functionality.

Step 1 Go to <https://riw.net.au> and login using your credentials.

Step 2 Click on **Employer Job Roles** under the **Premium Features** on the main dashboard.



Step 3 On the Employer Job Roles page, click on the **Add button**.



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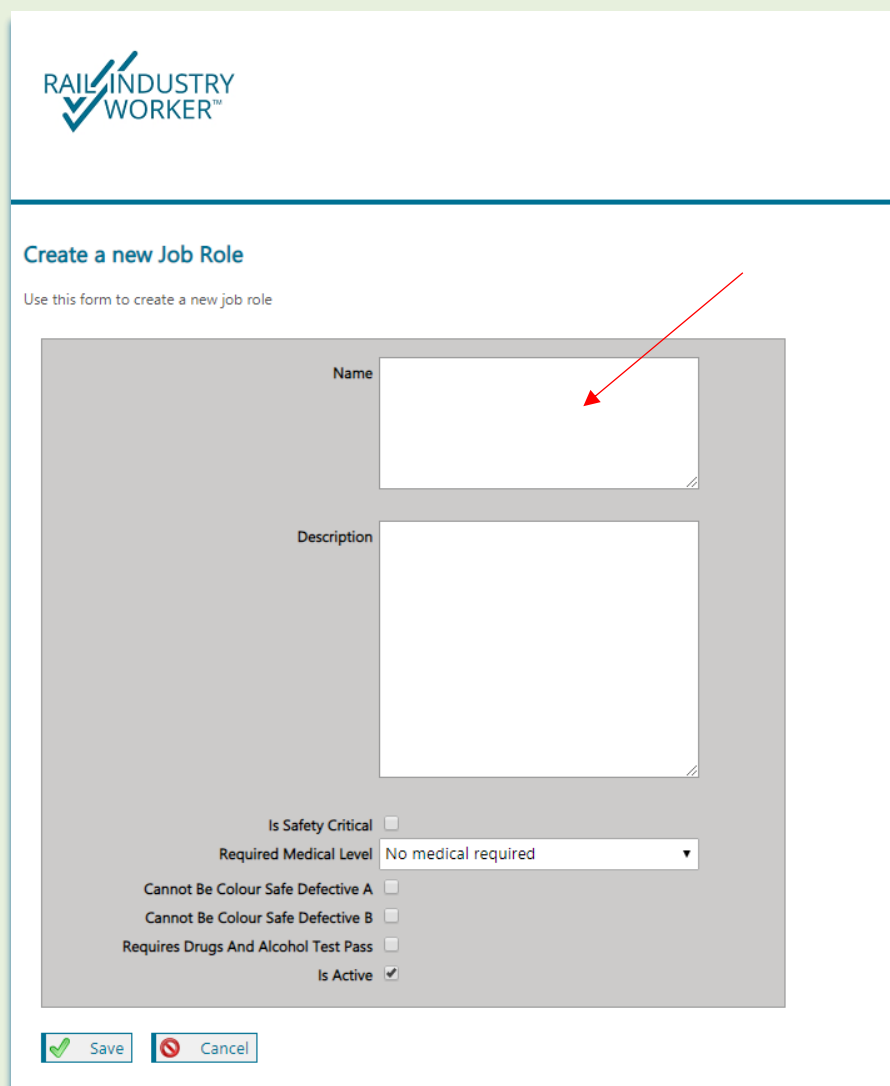
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Step 4 You can now **create a new job role**.

Each employer job role MUST include the Employers acronym in the name section.

For example, **V/Line** wants to create a **shift worker** job role. The name section would be formatted as **VLINE – Shift Worker**.

Populate the rest of the fields and click **save** to add the employer job role.



RAIL INDUSTRY WORKER™

Create a new Job Role

Use this form to create a new job role

Name

Description

Is Safety Critical

Required Medical Level

Cannot Be Colour Safe Defective A

Cannot Be Colour Safe Defective B

Requires Drugs And Alcohol Test Pass

Is Active