

Creating employer-based job roles (Premium Functionality)

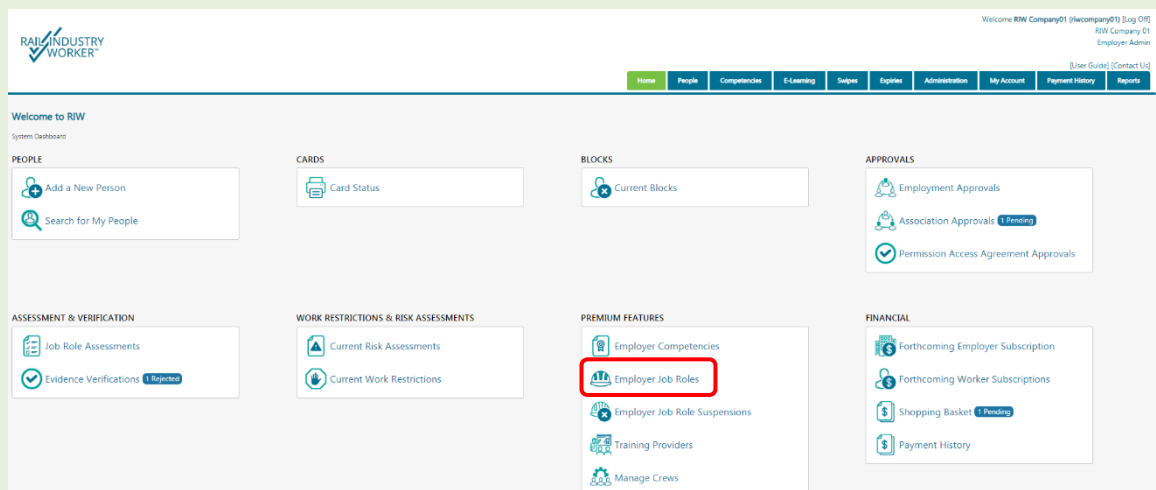
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A job role is a particular task or set of actions that an RIW cardholder has the competence and compliance to perform. If a cardholder does not have the required job role, they may not be permitted on site in that capacity.

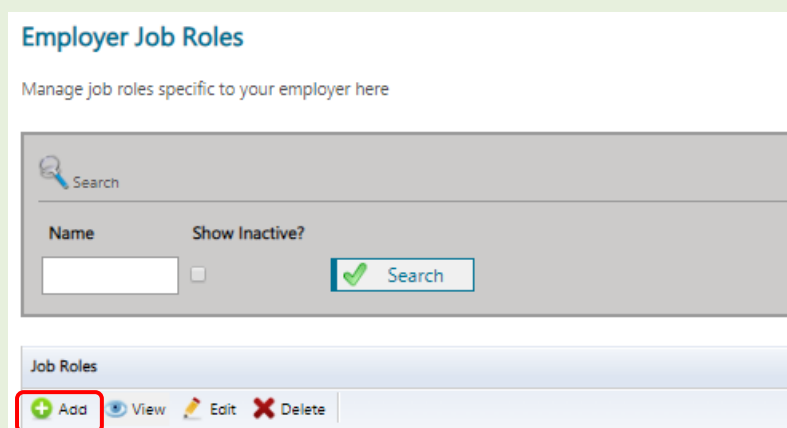
Note that employer-based job roles can only be created and assigned by Premium Functionality Employers.

Step 1 Go to <https://app.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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Step 4 Populate the fields to create a new employer job role, noting that a red asterisk (*) denotes a mandatory field.

Note: Each employer job role MUST include the employer's name or acronym in the name section.

For example, RIWCompany01 wants to create a shift worker job role. The name section would be formatted as RIWCompany01 – Shift Worker.

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

Create a new Job Role

Use this form to create a new job role

Name

Description

Is Safety Critical

Required Medical Level

Requires Drugs And Alcohol Test Pass

Is Active