

# POSITION DESCRIPTION

## SCHOOL CROSSING SUPERVISOR

<b>Position Number:</b>	224108
<b>Department:</b>	Infrastructure and Development
<b>Division:</b>	Community Safety
<b>Location:</b>	Teesdale
<b>Reports to:</b>	Coordinator Community Safety
<b>Supervises / Manages:</b>	Nil
<b>Employment status:</b>	Permanent Part Time (7.5 hours per work)
<b>Classification:</b>	Band 1 plus applicable superannuation guarantee
<b>Qualification period:</b>	Six months
<b>Enquiries:</b>	Matthew Sims, Coordinator Community Safety Ph. 5220 7277.
<b>Date:</b>	May 2020

## POSITION OBJECTIVES

- Maintain a high level of public safety at school crossings for school children at designated roads.

## ORGANISATIONAL RELATIONSHIPS

<b>Reports to:</b>	Coordinator Community Safety
<b>Directly Supervises:</b>	Nil
<b>Coordinates:</b>	Nil
<b>Internal Liaisons:</b>	Coordinator Community Safety, Community Protection Officers, Planning and Environment Manager, Planning and Environment staff, other Council staff
<b>External Liaisons:</b>	School children, parents, school teachers, members of the public and Victoria Police

## KEY RESPONSIBILITIES AND DUTIES

- Carry out the correct supervision of a School Crossing by directing and controlling pedestrians and motor vehicles.
- Understand the principles and procedures used in the supervision of a School Crossing.
- Ensure children have a safe location to cross busy roads to and from school.
- Educate children and other crossing users in the correct procedures to apply at the School Crossing.
- Note the registration numbers of vehicles infringing the regulations relating to School Crossings and forward these numbers to the appropriate Community Protection Officer.
- Other duties within the scope of the employee's skills, competence and training as directed.

### General Responsibilities

- Attend relevant training programs approved by the Coordinator Community Safety.
- Act in accordance with Council's Customer Service Charter.
- Other duties within the scope of the employee's skills, competence and training as directed.

### Corporate Responsibilities

- Promote excellence in customer service and in conjunction with the Coordinator Community Safety, identify, review and implement strategies to improve service quality and efficiency.
- Maintain strong team relationships among colleagues and community groups, on a formal and informal basis, across all Council functions.
- Ensure the security of Council's property and assets and maintain a commitment to the care of all Council's property and assets.
- Provide administration, logistics and specialist support and advice during CEO identified emergency events.
- Comply with Council policies and procedures.

## ACCOUNTABILITY AND EXTENT OF AUTHORITY

The position is authorised to:

- Work under routine supervision;
- Work within guidelines provided by the Coordinator Community Safety;

The work falls within specific guidelines and the officer is responsible for the quality of their work.

## JUDGEMENT AND DECISION MAKING

Work activities are routine and clearly defined.

Tasks performed involve a limited range of tools and work methods. The officer resolves minor problems that relate to the work task.

## SPECIALIST SKILLS AND KNOWLEDGE

The position involves work that is semi-skilled.

## INTERPERSONAL SKILLS

The position requires basic oral communication skills in order to communicate appropriately with school staff, parents and children.

## OCCUPATIONAL HEALTH AND SAFETY

Council is committed to providing a safe and healthy work environment to all employees. Employees are expected to perform their duties in accordance with the Occupational Health and Safety Act 2004 and all Regulations, Codes of Practice and Council policies and procedures. In addition, employees are expected to:

- Conduct themselves in a manner that will not endanger themselves or others.
- Participate in Occupational Health and Safety training.
- Assist with audits of work procedures, equipment and workplaces.
- Identify areas of improvement by contributing to the Safety System within the Department.
- Contribute ideas and suggestions that promote safety awareness.
- Be aware of emergency procedures and codes.
- Report unsafe work practices, incidents, hazards and near misses.
- Report unacceptable workplace behaviours such as harassment and bullying.
- Promote and champion a culture of safety within the workplace.

## RISK MANAGEMENT

Employees are required to follow all policies and procedures in relation to risk management (asset protection, security, public liability and professional indemnity). Employees are expected to:

- Participate in risk assessments.
- Demonstrate an understanding of, and a commitment to, Council's Risk Management Standard Operating Procedure.

## RECORDS MANAGEMENT

- Understanding records management obligations and responsibilities.
- Making and keeping accurate and complete records of business activities and decision making.
- Creating records proactively including those resulting from telephone conversations, verbal decisions, and meetings.

## EQUAL OPPORTUNITY

Golden Plains Shire Council offers a work environment free of discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment.

## CHILD SAFE STANDARDS

Golden Plains Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.

Golden Plains Shire Council's policies and procedures support the implementation of requirements under the Child Wellbeing and Safety Act 2005. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs.

## PRIVACY AND CONFIDENTIALITY

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Privacy and Data Protection Act 2014, the Health Records Act 2001 and Council's Information Privacy and Health Records policies. Both during and after employment with Council, employees must not:

- Communicate confidential or private information to third parties.
- Make use of any information gained through employment at the Shire for any purpose other than the discharge of official duties.

## OTHER REQUIREMENTS

- After hours work and weekend work may be required.
- Time in lieu will be granted in accordance with the Golden Plains Shire Council Enterprise Bargaining Agreement.
- Employees must comply with Golden Plains Shire Council's Employee Code of Conduct.
- Completion of a pre-employment Disclosure of Pre-existing Injury or Disease form.
- A current Australian driver licence.
- Maintaining a satisfactory National Criminal History Check.

## QUALIFICATIONS AND EXPERIENCE

No specific qualifications or experience are necessary for the position. However, the officer shall hold a current Working with Children Check at all times during their employment. The officer cannot commence work in the position until the Working with Children Check has been sighted and copied by the Coordinator Community Safety.

## KEY SELECTION CRITERIA

1. Valid Working with Children Check
2. Knowledge of road laws
3. Possess good hearing and eyesight
4. Basic writing skills
5. Good interpersonal and verbal communication skills

Police Check results that are suitable for this position (will be arranged by Golden Plains Council).

## APPROVAL

<b>Prepared By</b>	Matthew Sims, Coordinator Community Safety
<b>Approved By:</b>	Leanne Wilson, Manager Planning and Environment
<b>Reviewed By (P&amp;C):</b>	Carol Jungbauer, People and Culture Officer
<b>Date:</b>	May 2020
<b>Employee Acceptance:</b> <i>(name and signature)</i>	
<b>Date:</b>	

### PLEASE NOTE:

*Personal and Health Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council six months after being received. Requests for access or correction should be made to Council's Privacy Officer.*