

POSITION DESCRIPTION



School Crossing Supervisor

Our school crossing supervisors manage pedestrian crossings safely at school crossing sites throughout the Shire. School Crossing supervisors must know our road rules, keep safety as the number one priority and achieve authority with both pedestrians and motorists.

Position details

Directorate	Infrastructure, Assets and Planning
Department	Statutory Services
Appointment Type	Permanent Part Time (0.26 FTE)
Classification	Band 1
Location	Various Road Crossings within the Shire
Reports to	Coordinator Compliance
Supervises	School children
External relationships	School Crossings Victoria, Members of Police Force and Members of Public.
Internal relationships	Customer service, Record management and Compliance team members
Date PD approved	June 2024

Key responsibilities and duties

- Maintain a high level of public safety at school crossings for school children and pedestrians at designated roads.
- Ensure School crossing flags and speed signs are displayed at the designated times.
- Provide a high level of customer service

Organisational responsibilities

Council values	<ul style="list-style-type: none">• Demonstrate and encourage behaviour in line with the Council's adopted values
Customer Service	<ul style="list-style-type: none">• Accountable for the department complying with the Customer Service Charter.
Behaviour	<ul style="list-style-type: none">• Demonstrates behaviour of the highest of integrity; free from bullying, harassment and discrimination.• Abide by the Code of Conduct
Risk management and OHS	<ul style="list-style-type: none">• Identifying, managing and minimising risk to Council.• Contributing to the Council's Risk Register.• Ensuring that all OH&S obligations are met
Corporate records	<ul style="list-style-type: none">• Ensuring the department maintains Council records:• Within the approved record management system; and• In an accurate and timely manner.
Legislative framework	<ul style="list-style-type: none">• Accountable for all legislative and regulatory obligations relevant to the department.
Emergency management	<ul style="list-style-type: none">• May be required to assist municipal emergencies as detailed in Council's Municipal Emergency Management Plan.

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Accountability and extent of authority

- Ensure the safety of the children whilst using the school crossing.
- Management for all crossing equipment.
- Ensure crossings are attended to at the designated times.
- Ensure flags are displayed at all times during the designated times.

Judgement and decision making

- Judgement in the safety of children whilst using school crossing.
- Ability to make decisions as to when children enter and exit crossings and when to stop vehicles.

Specialist skills and knowledge

- Ability to understand regulations in relation to Children's Crossings.
- Ability to understand regulations and legislation in relation to the Duties of Drivers at crossings.

Interpersonal skills

- Ability to communicate in a clear and polite manner.
- Ability to communicate with children.
- Be of good character and temperament.
- Have a genuine concern for the safety of children.

Qualifications/experience

- Hold a current Employee Working with Children Card.

Selection criteria

1. Comprehension of the School Crossing supervisor role.
2. Effective verbal communication skills with community members.
3. Understanding of workplace safety and risk identification with children.
4. Ability to maintain correct appearance and uniform.
5. Ability to obtain an Employee Working with Children Card prior to commencement.
6. Willingness to undertake pre-employment medical check and National Police Check.

Note: Appointment is subject to the successful completion of these checks.

Selection Criteria

The position description should be read carefully as this describes the core duties and requirements of the position and outlines the criteria used as a basis for selecting the most appropriate person for the job. Unless specified it is mandatory to address the key selection criteria.

It is recommended that rather than stating you can meet each criterion; give specific examples illustrating particular skills which will enable us to determine how you meet the criteria of the position.

Conditions of Employment

Employment conditions for all employees are in accordance with the current certified agreements at this council and employment contract or industrial agreement, organisational policies and procedures as amended.

Current certified agreement pertaining to Central Goldfields Shire Council employees is Central Goldfields Shire Council Enterprise Agreement, No 8 2020.

Arrangements specific to your employment and workplace will be explained to you during the recruitment process. For further details, the Enterprise Agreement can be downloaded from www.fwc.gov.au.

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You will be responsible for the duties as outlined in this position description and any such duties, which could be reasonably asked of a person in this position, as designated to you by your supervisor.

Privacy Statement - Recruitment

Personal and Health Information will be collected by the Council during the recruitment process. The Personal and Health Information will be used solely by the Council for this purpose. Council may disclose this information to other organisations if required by legislation. The applicant may apply to the council for access to and/or amendment of the information after finalisation of the appeals process. Information relating to unsuccessful applicants may be destroyed by Council after 12 months from this time. Requests for access and/or correction should be made to Council's Privacy Officer.

Application Process

The selection process has been designed to ensure that all eligible applicants have an equal opportunity to demonstrate their skills and suitability for the position. The selection process may include skills tests or work samples where appropriate, reference checking, psychological profiling, a medical examination or police check.

Appointment to positions within Central Goldfields Shire Council is on the basis of merit.

Signatures

Veronica Hutcheson Manager People and Culture	Date
School Crossing Staff	Date