

POSITION DESCRIPTION

School Crossing Supervisor

Position number		CP02
Directorate		Community Planning & Development
Service unit		Statutory Planning & Regulatory Services
Classification		Band 1 (Moorabool Shire Council Enterprise Agreement No 10, 2023)
Organisational relationships	Reports to	Senior Public Health & Safety Administration Officer
	Directly supervises	NIL
	Internal relationships	<i>Public Health & Safety Administration Officer, Community Safety Officers, Public Health Officers</i>
	External relationships	<i>Road and crossing users, schools & Victoria Police</i>
Probation period		6 months (applies to all new employees)
Approved by (position title)		Executive Manager Community Planning & Development
Date		11 September 2024
Position purpose		To provide a safe passage for pedestrians using a school crossing during supervised periods.

Key responsibilities and duties

School Crossing Supervision

Perform the function of a School Crossing Supervisor at a school crossing during specific times and in so;

- Operate the crossing in accordance with the “Instructions for Children’s Crossing Supervisors” as prepared by VicRoads
- Ensuring flags are displayed at designated times.
- Ensuring that arrangements are made for relief supervisors to be present as required.

- Exercising judgement and discretion in when it is safe to stop traffic to allow pedestrians to cross.

Reporting Traffic Infringements

- Reporting as appropriate, breaches of Road Safety Act by motorists by recording required details and where necessary writing of statements and as may be required, appearing in Court as a witness.

Child Safe Standards

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.

Moorabool Shire Council's policies and procedures support the 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, and the safety of children is promoted, and allegations of child abuse are properly and promptly responded to.

Disability Access and Inclusion

Council is committed to its Disability Access and Inclusion Plan. We will demonstrate leadership to the local community as we support local employment opportunities for people with a disability and will provide reasonable adjustments within the workplace to support new and existing staff.

General and Organisational responsibilities

- Comply with Council policies and procedures.
- Promote excellence in customer service and in conjunction with your Manager or people leader, identify, review, and implement strategies to improve service quality and efficiency.
- Participate as directed in training and education to maintain compliance and an up to date knowledge.
- Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During an emergency an employee may be required to complete alternative work.
- Work in ways that promote the health and safety of all employees.
- Immediately report all incidents and/or near misses through Councils Incident Management System (CAMMS).
- Contribute to an organisation that is free of Sexual Harassment.
- Role model a work environment free of discrimination, harassment, bullying, victimisation, or vilification.
- Work in ways that support taking positive action towards achieving gender equality in the workplace and working towards delivering agreed commitments under our Gender Equality Action Plan.
- Contribute to prevention of fraud and corruption by being fair and accountable through enhanced transparency by disclosure of gifts; declaring conflicts of interests; prevention of unauthorised access and disclosure of information and appropriate pre-employment checks of staff.
- Staff who fail to disclose any pre-existing injuries, illnesses or diseases or the making of a false or misleading disclosure, will disentitle compensation under the Workplace Injury Rehabilitation and Compensation Act 2013 (WIRC) for the staff member and their dependents should they suffer any recurrence, aggravation, acceleration, exacerbation or deterioration of the pre-existing injury or disease arising out of or in the course of or due to the nature of employment with Moorabool Shire Council.
- Understand and apply organisational risk management principles to your daily work.
- Other tasks and duties the employee has the skill, knowledge, and physical capability to complete as requested by the supervisor.

This position description is intended to describe the general nature and of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.

Moorabool capabilities

The Moorabool Capabilities define the core skills and abilities required of all positions at Moorabool to achieve our Council vision and objectives, develop a competent and high performing workforce, and deliver excellent outcomes for our community.

The Moorabool Capabilities are applicable to each employee and their role, recognising that how frequently each capability is used may vary from position to position.

Always	Rely on this capability for effective delivery of position duties and objectives	60% of the time or more
Often	Used often but not as consistently to achieve position duties	30% - 60% of time
Occasionally	Occasional use only, not as regularly for the achievement of position duties	30% or less of the time

Self-Management	Demonstrates personal growth and resilience, supporting a positive emotional climate	<ul style="list-style-type: none"> •Personal impact •Emotional intelligence •Growth & Resilience •Integrity 	Always (all roles)
Communication	Engages others, forming strong relationships, communicating with clarity, vision, purpose and impact	<ul style="list-style-type: none"> •Effective & Audience Specific •Relationship Management •Negotiation •Influence 	Always
Action & Achievement	Drives outcomes with purpose, ambition, accountability, and action	<ul style="list-style-type: none"> •Accountability •Decision making •Planning & Prioritisation •Time Management 	Often
Community & Inclusion	Collaborates across Council, open and accepting of differences, creating community value	<ul style="list-style-type: none"> •Collaboration •Diversity & Inclusion •Customers & Community Engagement 	Occasionally
Innovation & Change	Engaged and supportive of change, with the courage to persevere through uncertainty	<ul style="list-style-type: none"> •Continuous Improvement •Manage ambiguity •Change Management 	Often
Business Performance	Delivers outcomes with commercial and organisational nous	<ul style="list-style-type: none"> •Financial Management •Risk Management •Data & Analytical Literacy •Technology 	Occasionally

Strategic Mindset	Sees ahead to future possibilities and thinks through challenges and obstacles to achieve outcomes	<ul style="list-style-type: none"> •Political Nous •Critical Thinking •Problem Solving •Direction & Purpose 	Occasionally
Leadership	People orientated, embracing individual motivations and talents, developing team outcomes through demonstrated behaviours	<ul style="list-style-type: none"> •Humanistic •Future focused •Coaching & Development •Inspirational 	Often

Classification definitions

Accountability and extent of authority	<ul style="list-style-type: none"> • A School Crossing Supervisor performs broad tasks involving the utilisation of a range of basic skills to ensure the safe passage of children and others ensuring that actions do not place persons in jeopardy. • Works under routine supervision individually and as part of the broader School Crossing Team to stop traffic allowing safe passage of pedestrians at crossings. • Accountable for ensuring that flags are correctly displayed at all times. • Accountable for attending shifts as rostered and team meetings as advised. • Accountable for maintenance and presentation of uniform and equipment, including advising supervisor when repairs/replacements are required. • Accountable for completing and submitting time sheets. • Accountable for accuracy of information recorded and presented for traffic infringements.
Judgement and decision making	<ul style="list-style-type: none"> • Exercise of discretion in recording of information. • The role activities are routine and clearly defined using methods gained through formal and informal training and on the job training.
Specialist skills and knowledge	<ul style="list-style-type: none"> • Safe and competent operation of a school crossing, • Ability to identify hazards and react quickly.
Management skills	<ul style="list-style-type: none"> • Ability to record and report any Occupational Health and Safety incidents on the crossing. • Ability to assess traffic conditions to ensure safe passage of the crossing. • Display a punctual, reliable and positive approach to work.
Interpersonal skills	<ul style="list-style-type: none"> • Good written communication skills in recording details as needed. • Ability to communicate clearly and politely with members of the community including children.

Qualifications, skills and experience

Qualifications

- No qualifications are needed for this role however, you will undertake specific training as a requirement.

Skills and experience

- Ability to stand for long periods outdoors is essential.
- Ability to maintain concentration and alertness and maintain awareness of proximity of traffic is essential.
- Proven ability to work with limited supervision.

Licences and registrations

- Current Victorian Driver's Licence
- Current employee type Working with Children Check must be maintained at all times

Physical and psychological requirements

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights - above 10 kg			✓	
Manual handling – above 5 kg below 10 kg			✓	
Working with arms above head			✓	
Manual handling – lifting above shoulder			✓	
Repetitive bending/twisting			✓	
Using vibrating / powered hand tools				✓
Close inspection work				✓
Working in dusty / slippery / wet conditions		✓		
Wearing safety shoes/boots (steel cap)			✓	
Wearing hearing / eye protection			✓	
Using chemicals				✓
Repetitive hand washing / cleaning				✓
Working at heights				✓
Working in confined spaces				✓
Working in heat (over 35 C)			✓	
Working in cold (under 5 C)				✓
Driving vehicles				✓
Operating plant				✓
Using a keyboard				✓

Writing by hand			✓	
Transcribing from hard copy				✓
Audio transcription				✓
Handling difficult customers onsite			✓	
Handling difficult customers offsite				✓
Making decisions that impact on other employees (disciplinary / restructure / investigation)				✓
Other _____				✓

Employee acceptance

I understand and accept the contents of this position description and acknowledge that I will act in the best interest of Council in carrying out my role and I will comply with the staff code of conduct at all times.

Employee Acceptance: <i>(name and signature)</i>	
Date:	

PLEASE NOTE:

Personal, Health and gender 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.