

<b>Position:</b>	<b>School Crossing Supervisor – Grossmans Road – Permanent Part Time</b>
<b>Agreement:</b>	Surf Coast Shire Council Enterprise Agreement 2022 – 2025
<b>Award Classification:</b>	Band 1
<b>Division:</b>	Community Life
<b>Department:</b>	Community Safety
<b>Team:</b>	Ranger Services
<b>Date Reviewed:</b>	October 2024
<b>Approved By:</b>	General Manager Community Life
<b>Current Incumbent:</b>	<b>VACANT</b>

Surf Coast Shire Council Acknowledges the Wadawurrung People, and the Gulidjan and Gadubanud Peoples of the Eastern Maar nation as the Traditional Owners of the land we now call Surf Coast Shire. We pay our respects to their Elders past and present, and all other Aboriginal and Torres Strait Islander People who are part of our Surf Coast Shire community.

## **Our purpose, direction and approach were developed collaboratively by our people for our people.**

As an employee of the Surf Coast Shire Council you are committing to work towards our purpose within our team by following our direction and living our approach.

### **Purpose, Direction and Approach**

Council is committed to helping our community and environment to thrive. In order to do this we understand that we will be an innovative and flexible leader that values the strengths of others enabling our workplace to be a place where people can do their best and be proud of their achievements.

Our Approach guides us in the way that we work:

#### ***We Do What We Say***

- We set clear expectations
- We are accountable for our actions
- We get things done

#### ***We See Opportunity***

- We look for better ways
- We are open minded
- We learn from our experiences

#### ***We Work Together***

- We value strengths and differences
- We seek to work with others
- We help people to succeed

#### ***We Make a Difference***

- We proudly represent Surf Coast Shire Council
- We act with the future in mind
- We go the extra mile

## **Position description**

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The school crossing team ensures the safety of students, by directing traffic and guiding young pedestrians as they travel to and from school.

### **POSITION OBJECTIVES**

- To maintain a high level of public safety at school crossings for school children at designated roads.
- To provide a high level of customer service.

### **ORGANISATIONAL RELATIONSHIPS**

Reports to: Team Leader Ranger Services

Supervises: N/A

Internal Relationships: All employees and Councillors

External Relationships: General public, schools, school children, Victoria Police, road and crossing users.

### **KEY RESPONSIBILITIES**

- 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 Local Laws Officer.
- Ensure that the school crossing complies with the relevant regulations.
- Constructively participate as a member of the Community Life Division.
- Behave consistently with Council's values.
- Perform other duties and responsibilities reasonably within the capabilities of the position.

### **ACCOUNTABILITY & EXTENT OF AUTHORITY**

- Carry out the correct supervision of school crossings by directing and controlling pedestrians and motor vehicles.
- Understand the principles and procedures used in the supervision of school crossings.
- Required to work closely with schools in the education of children using the school crossings.

### **JUDGEMENT AND DECISION MAKING**

- The position holder can put forward breaches of Acts or regulations relating to school crossings for consideration by Local Laws Officers.
- The procedures for carrying out duties are clearly defined, and guidance and advice are always available.
- The nature of the work is specialised with methods and processes guided by a combination of legislative rule and on the job training and established practices and guidelines.

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## **OUR APPROACH**

*We do what we say We work together We see opportunity We make a difference*

[surfcoast.vic.gov.au](http://surfcoast.vic.gov.au)

### **SPECIALIST SKILLS AND KNOWLEDGE**

- Successful completion of School Crossing Supervision Training.
- Basic writing skills.
- Strong interpersonal and verbal communication skills to be able to communicate with school crossing users.
- Ability to present in a professional manner.

### **MANAGEMENT SKILLS**

- Ability to work under pressure at busy crossings.
- Ability to adapt to changing priorities.
- An ability to make sound judgements.

### **INTERPERSONAL SKILLS**

- Ability to work as part of a team environment, and to support and assist other team members.
- A demonstrated ability to communicate information in a friendly and articulate way to members of the public and school children.
- An attitude of corporate commitment and good appreciation of the importance of optimising customer service.

### **KEY SELECTION CRITERIA**

#### **Qualifications and Experience**

- Understanding of road rules and regulations.
- Experience in the supervision of a school crossing.

#### **Other requirements**

- A current Working with Children Check (WWCC). All positions within Council are required to have a current WWCC. All prospective employees cannot commence work with Council until they have a valid WWCC.
- Police Check results that are suitable for this position. All prospective employees will be required to undertake a national and/or international criminal history check before commencing employment with Council. This check will be conducted and paid for by Council.
- You have the Right to live and work in Australia.

**ORGANISATIONAL RESPONSIBILITIES**

<b>Child Safe Standards</b>	Surf Coast Shire Council is committed to being a Child Safe Organisation where children and young people are protected, respected, and encouraged to reach their full potential. The Victorian Child Safe Standards are embedded across the organisation, our policies and procedures support the implementation of requirements under the Child Wellbeing and Safety Act 2005.
<b>Equal Opportunity</b>	Surf Coast Shire Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, gender, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. We recognise our proactive duty to ensure compliance with equal opportunity and other workplace-related legislation, and to eliminate all forms of discrimination.
<b>Fraud and Corruption</b>	To ensure Council's Fraud & Corruption policy and program are consistently observed and complied with, it is essential to apply sound fraud and corruption management practices within the workplace and community. Maintaining awareness through relevant training is crucial for all staff to meet their obligations and responsibilities related to fraud and corruption. Participation in the organisation's Fraud & Corruption training is a requirement to uphold these standards.
<b>Record Keeping</b>	Staff are required by legislation and internal policies to create full and accurate records that document official business activities of council.
<b>Right to disconnect</b>	In accordance with the new Australian right to disconnect legislation, this role acknowledges the importance of work-life balance and the employee's right to disconnect from work outside of regular working hours. However, and in addition to any obligations listed above, there may be occasional requirements to be available to take calls after hours or on weekends to address urgent matters or critical issues that arise.
<b>Risk Management and Workplace Health &amp; Safety</b>	Ensure that work practices are conducted in line with Council's Workplace Health and Safety and Risk management policies, practices and relevant legislation. Observe safe work processes in accordance with training and instruction reporting any risks, hazards and incidents in a timely manner using the correct channels of communication.

To apply for this role please use the links on the 'Employment Opportunities' page of our website. To be considered for this opportunity candidates must address the Key Selection Criteria and follow the instructions listed in the Employment Application Guide.