



Position Description – School Crossing Supervisor – Casual

Position:	School Crossing Supervisor – Casual
Band:	1
Position Number:	1551
Business Unit:	Community Compliance
Directorate:	Planning and Economic Development

<i>Name of Occupant</i>	<i>vacant</i>
<i>Date Approved</i>	10 July 2020
<i>Approved By</i>	<i>Manager Community Safety</i>

Position Objective

The primary objectives of the position are:

- To provide for the safety of the public, in particular children, at designated school crossings across the municipality.

Key Responsibility Areas

The following are the key responsibility areas for the position:

- To supervise the safe movement of the public, in particular children, across designated school crossings in accordance with instructions.
- Maintain a high level of awareness at the crossing
- Ensure correct procedures are followed whilst supervising the crossing
- To promptly report any incidents, damage or maintenance requirements regarding crossing fixtures to the Community Compliance Officer.
- Risk Management – Adhere to council's risk management policy and procedures and be aware of the risks associated with your work and take appropriate action to minimise or eliminate such risks.
- Business Excellence – Support continuous improvement through business excellence and embrace our values – "Innovation", "Integrity" and "Respect".

- OH&S – Create and maintain a safe and healthy working environment by supporting council's occupational health and safety policy and procedures and acting safely at all times.
- Equal Employment Opportunity – Support a work environment that is free from discrimination, harassment, bullying and violence. Employees must follow council's staff policies and procedures and state and federal Equal Opportunity and other appropriate legislation.
- Disability Awareness – Share the commitment to access and inclusion for all in association with council's disability action plan and the Disability Discrimination act

All other duties and additional tasks as directed, within the skills and abilities of a position at this level.

Organisational Relationships

Reports to:	Community Compliance Officer
Supervises:	nil
Internal Liaisons:	Community Compliance Area
External Liaisons:	General public, School administration, Police

Commitment to Culture

Baw Baw Shire Council is committed to creating a culture first environment that actively promotes and demonstrates above the line behaviours.

We will strive to be:

Optimistic – about our organisation's future and our ability to deliver quality services and projects to benefit our community.

Pragmatic – by resolving issues and making the best possible use of our time, effort and resources.

Respectful – of ourselves, our Council and of the diverse views and perspectives of our community.

Supportive – by valuing our team members, empowering them to be successful in their roles and investing in their growth and development.

Authentic – by undertaking our work in an open, honest and transparent manner.

Commitment to Safety

Baw Baw Shire Council has made a committed to increasing our safety performance. A high performing safety culture is created by empowering all Councillors, Employees and Volunteers to be accountable to our ThinkSAFE approach.

Our expectation is that you will **Think, Stop, Assess, Foresee and Evaluate hazards and risks** in all you do to achieve our overall goal of creating a safe work environment.

Qualifications and Experience

The qualifications and experience required for the position include:

- Experience working with children and the general public
- The ability to follow set procedures/guidelines while maintaining OH & S safety protocols.
- Willingness to undertake Working with Children's Check, Baw Baw Shire Police Check and medical checks as required.

Key Selection Criteria

1. Qualifications and experience as outlined above
2. Well-developed communication skills (both verbal and written)
3. Good interpersonal skills

Accountability and Extent of Authority

The position's accountability and extent of authority will be as follows:

- Provide supervision of the public at school crossings.

Judgement and Decision Making

Judgement and decision-making skills required for the role include:

- The occupant of this position is largely autonomous in the day to day activities.
- The nature of the work is clearly defined with established procedures well understood or clearly documented.

Specialist Skills & Knowledge

The skills and knowledge required to perform the duties of the position include:

- An ability to understand relevant traffic laws and Council policies applicable to school crossings.
- An ability to supervise children of all ages

Management Skills

The required management skills include:

- The ability to work to specific timelines.

Interpersonal Skills

Interpersonal skills include:-

- Well-developed verbal communication skills.
 - Ability to relate in a courteous and diplomatic manner
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ACCEPTED for and on behalf of the **EMPLOYEE**

[acceptance_status]

Acceptance of Employee

[candidate_name]

Name of Employee

[acceptance_date]

Date