

## POSITION DESCRIPTION

<b>Position Title</b>	School Crossing Supervisor Reliever
<b>Position No.</b>	815
<b>Position Status</b>	Casual
<b>Business Unit</b>	Municipal Services
<b>Division</b>	Development
<b>Classification</b>	Band 1
	Terms and conditions of employment are in accordance with the current Wellington Shire Council Enterprise Agreement
<b>Date Approved</b>	November 2020
<b>Approved By</b>	General Manager Development

### WELLINGTON SHIRE COUNCIL VALUES

<b>Cooperation</b>	Working together, teamwork, collaboration and being solution-oriented.
<b>Integrity</b>	Acting with respect, honesty, reliability, trust, tolerance and understanding.
<b>Balance</b>	Demonstrating fairness, equity and flexibility. Consider work-life balance and balancing community needs against resources.
<b>Professionalism</b>	Personal development and meaningful work, being competent, innovative and courageous, focus on excellence and continuous improvement.

### POSITION OBJECTIVE

The School Crossing Supervisor Reliever coordinates and monitors the Wellington Shire School Crossings to ensure the safety of pedestrians and students using the crossing.

### ORGANISATIONAL RELATIONSHIPS

<b>Reports to</b>	Coordinator Local Laws via Local Laws School Crossing Supervisor Coordinator
<b>Supervises</b>	NIL
<b>Internal Liaisons</b>	All Council staff
<b>External Liaisons</b>	Schools, Pedestrians, Road Users

## **DELEGATIONS/AUTHORISATION**

This position has no delegations / authorisation to exercise power as conferred by sections 11 and 47 of the *Local Government Act 2020* and other legislation referred to in [S6 Instrument of Delegation](#) to Members of Council Staff, [S7 Instrument of Sub-delegation](#) by the Chief Executive Officer to staff or [S11 Instrument of Appointment and Authorisation](#).

## **QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE**

### **Accountability and Extent of Authority**

- Responsible for applying established practices and procedures to complete tasks relating to School Crossing Supervision.

### **Judgement and Decision Making**

- Ability to undertake, routine and clearly defined tasks.
- Ability to resolve minor issues related to the role.
- Ability to assess traffic conditions to ensure safe use of the crossing.
- Ability to identify hazards within the school crossing.
- Willing to attend Magistrates Court as a witness if/when required.

### **Specialist Knowledge and Skills**

- Sound knowledge of the guidelines for School Crossing Supervision as provided and amended from time to time by the Roads Corporation.

### **Management Skills**

- N/A

### **Interpersonal Skills**

- Ability to communicate clearly with members of community including children.
- Ability to record any breaches of the Road Rules applicable to the safety of children on the school crossings.
- Ability to project voice and give clear instructions above traffic noise.
- Be able to work as part of a team with minimal supervision.

### **Qualifications and Experience**

- Ability to perform the job in all weather conditions.
- Demonstrated ability to monitor the safety of children.
- Ability to stand for extensive periods.
- Manual dexterity to handle necessary equipment.
- Eyesight sufficient to observe vehicles at large distances.
- Quick reflexes.

**The ability to obtain and maintain the following qualifications, registrations, certifications:**

- Working with Children's Check

## **PEOPLE - RESPONSIBILITIES**

Developing people, assigning work, setting work environment, monitoring performance, developing own and team's accountabilities.

- Encourage and maintain positive working relationships with all colleagues to ensure a professional and collaborative working environment.
- Support colleagues and coordinator/supervisor as required to achieve overall team goals, Corporate Performance Indicators (CPI's), service levels and other targets.
- Work in a manner that ensures adherence to Council policies and Occupational Health and Safety requirements incl. task analyses (if applicable).

## **OPERATIONAL - RESPONSIBILITIES**

Developing technical knowledge, monitoring technical systems, managing stakeholder relationships.

- Effectively see all tasks through to completion in line with individual CPIs, service levels and other targets.
- Work within agreed plans, policies and processes including safe work practices.
- Identify and report opportunities for increasing efficiency and/or effectiveness as per Wellington Excellence to ensure continuous improvement.
- Demonstrate a commitment to effective internal and external customer service.
- Maintain currency of technical skills and knowledge to ensure work is performed as per the requirements of the role.
- Maintain complete and accurate records of all work related activities including documentation and administration as per the Council's records management policy and adherence to the written style guide.
- Be familiar with and understand the strategic and operational risks relating to your business unit, advise supervisors of any new risks you may identify, and provide input, assistance and advice where applicable.

## **SCHEDULING - RESPONSIBILITIES**

Aligning strategy to team outputs preparing plans, reporting on performance against plans, managing budget, planning and allocating resources, scheduling team's work.

- Regularly monitor and report on work and activity progress against individual and team corporate performance indicators and project targets.
- Understand the contribution of own work towards the achievement of team, business unit and strategic organisational goals.
- Assist with emergency related functions, by mutual agreement, in the event that the Municipal Emergency Management Plan (MEMP) is enacted, including the provision of emergency response, relief and recovery services to the community.

## **POSITION SPECIFIC - RESPONSIBILITIES**

- Attend assigned crossing at designated times twice daily in order to meet with CPIs.