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| <b>Position:</b>             | <b>School Crossing Supervisor - Torquay - Horseshoe Bend Road (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>Unit:</b>                 | Community Safety  |
| <b>Date Reviewed:</b>        | April 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 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.

The incumbent operates within broad policies and guidelines and has a functional reporting relationship to the Team Leader Ranger Services.

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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)

## **ORGANISATIONAL CONTEXT**

Refer to Surf Coast Shire Council Organisation Chart within this document.

## **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  | MEASURABLE OUTCOMES  |
|---|--|
| <p><b>School Crossings</b></p> <p>Ensure children have a safe location to cross busy roads to and from school.</p> <p>Educate children and other crossing users in the correct procedures to apply at the School Crossing.</p> <p>Note the registration numbers of vehicles infringing the regulations relating to School Crossings and forward these numbers to the appropriate Local Laws Officer.</p> <p>Ensure that the school crossing complies with the relevant regulations.</p> <p>Attend the school crossing at the times specified.</p> <p><b>Other</b></p> <p>Constructively participate as a member of the Community Life Division.</p> <p>Behave consistently with Council's values.</p> <p>Perform other duties and responsibilities reasonably within the capabilities of the position.</p> <p><b>Risk Management and Workplace Health &amp; Safety</b></p> <p>Observe safe work processes in accordance with training and instruction given and report any risks to immediate supervisor. Risks arising in the workplace may be financial, safety, site, task or person-specific.</p> <p>Participate in the consultative processes provided by the organisation.</p> <p><b>Record Keeping</b></p> <p>Understanding records management obligations and responsibilities.</p> <p>Making and keeping accurate and complete records of business activities and decision making.</p> <p>Creating records proactively including those resulting from telephone conversations, verbal decisions, meetings, emails and letters.</p> | <p>School crossings and safety equipment maintained and utilised to supervise safe road crossings.</p> <p>Information provided to crossing users in accordance with road safety information and objectives.</p> <p>Utilise supplied equipment to record information of breaches and safety incidents to report to supervisors.</p> <p>Conduct daily assessments of the crossing to ensure crossings are safe and compliant.</p> <p>Provide school crossing supervision during rostered times.</p> <p>Actively contribute to the culture and effectiveness of the Community Life Division.</p> <p>Assessed by the Manager Community Safety, peers and direct reports as being an exemplar in living the Council's values.</p> <p>Risk, hazards and incidents are reported in a timely manner using the correct channels of communication.</p> <p>Ensure that work practices are conducted in line with Council's WHS and Risk management policies, practices and relevant legislation.</p> <p>Ensuring the quality and accuracy of the data used or entered on Council databases and systems.</p> |

### **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.

### **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.

### **EQUAL OPPORTUNITY STATEMENT**

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, sex, 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.

### **CHILD SAFE STANDARDS**

Surf Coast Shire 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.

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Surf Coast Shire Council's policies and procedures support the implementation of requirements under the Child Wellbeing and Safety  
**OUR APPROACH**

**Position description**

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Act 2005. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs.

All positions within Council are required to have a current Working with Children Check (WWCC) as stated in Council policy. All prospective employees cannot commence work with Council until they have a valid WWCC.

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.

**KEY SELECTION CRITERIA**

**MANDATORY QUALIFICATIONS AND EXPERIENCE**

- Understanding of road rules and regulations
- Experience in the supervision of a school crossing
- You have the right to live and work in Australia
- A current WWCC
- Police Check results that are suitable for this position (will be arranged by Surf Coast Shire Council).  
A complete international criminal history check is required if the person has worked or lived overseas for any period of time OR a complete national criminal history check is required if the person has only ever worked in Australia.

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.

# Surf Coast Shire Organisation Chart

