

SCHOOL CROSSING SUPERVISOR

DOCUMENT TYPE:	Position Description
POSITION:	School Crossing Supervisor
POSITION SUPERVISOR:	Community Compliance Coordinator
POSITION DIRECTORATE:	Community Wellbeing
POSITION DEPARTMENT:	Community Services
POSITION TERM:	Permanent
POSITION STATUS:	Part time
POSITION AWARD CLASSIFICATION:	Band 1
POSITION DESCRIPTION VERSION NUMBER:	2
POSITION DESCRIPTION DATE ADOPTED:	November 2024
POSITION DESCRIPTION REVIEWED BY	Community Compliance Coordinator Director Community Wellbeing
INCUMBENT:	Vacant
FILE LOCATION:	All position descriptions are held on a secure network by the Human Resources Department.
<p>Position descriptions are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the Human Resources Department to ensure that the version you are using is up to date.</p> <p>This document is available in alternative formats (e.g. larger font) if requested.</p>	

1 POSITION OBJECTIVES

The objectives of this position are to:

- provide a safe environment for school children and other rate payers using school crossings within the Loddon Shire at designated times.

2 KEY RESPONSIBILITIES AND DUTIES

2.1 School crossing

The incumbent will:

- facilitate the use of school crossings within the Loddon Shire
- be responsible for the display of appropriate signage and flags
- monitor the safe movements of vehicles in the direct vicinity of the school crossing
- report any hazardous or unsafe behaviour of motorists interacting with the school crossing

2.2 Other duties

The incumbent will:

- carry out such other duties as directed by the Community Compliance Coordinator.

3 ACCOUNTABILITY AND EXTENT OF AUTHORITY

The incumbent will be:

- responsible for reporting any problem noticed that couldn't be immediately treated to the Community Compliance Coordinator
- responsible for ensuring users of the school crossing are in accordance with Council policy and procedures

4 JUDGEMENT AND DECISION MAKING

The incumbent will have the:

- ability to safely facilitate the use of the school crossing in accordance with Council policy
- ability to report issues on the use of Council's school crossings to the Community Compliance Coordinator
- ability to work effectively on an autonomous basis

5 SPECIALIST SKILLS AND KNOWLEDGE

The incumbent will have:

- knowledge on the safe use of school crossings
- a good knowledge of general road rules.

6 MANAGEMENT SKILLS

7 INTERPERSONAL SKILLS

The incumbent will have the:

- ability to communicate with children and other users of school crossings affectively
- ability to report any issues to Management or the Community Compliance Coordinator.

8 EXPERIENCE

- experience in coordinating school crossings

9 QUALIFICATIONS

Qualification	Mandatory or Desirable
A Working with Children's Check	Mandatory
Level 2 First Aid Certificate	Desirable
Current Victorian Drivers Licence	Desirable

10 ORGANISATIONAL QUALIFYING PERIOD

An Organisational Qualifying period of six months applies to the position.

11 ANNUAL PERFORMANCE DEVELOPMENT REVIEW

A Performance Development Review will be conducted each year. Every staff member is required to actively participate in the Annual Performance Development Review process with his or her immediate supervisor.

12 ORGANISATIONAL RELATIONSHIPS

Relationship	Stakeholders
Reports to	<ul style="list-style-type: none"> Community Compliance Coordinator
Internal liaisons	<ul style="list-style-type: none"> Other school crossing workers All Council staff
External liaisons	<ul style="list-style-type: none"> Users of school crossings within Loddon Shire

13 KEY SELECTION CRITERIA

1. good communication skills
2. ability to supervise children using school crossings
3. a good general knowledge of road rules
4. Level 2 First Aid Certificate is not essential but desirable
5. Working with Children's Check
6. ability to work on an autonomous basis
7. ability to respond effectively in emergency situations

14 REVIEW

The supervisor and incumbent will review this Position Description for any necessary amendments during the annual Performance Development Review process.

15 GENERAL RESPONSIBILITIES AND DUTIES OF EVERY LODDON SHIRE COUNCIL EMPLOYEE

Every employee of the Loddon Shire Council is bound to adhere to legislation, regulations, and codes of conduct. Specific responsibilities are:

15.1 Council values

All Employees are required to uphold the Values of the Council as set out in the Council Plan and Staff and Contractors' Code of Conduct.

15.2 Equal opportunity and bullying and harassment

Loddon Shire Council offers a work environment free of discrimination, sexual or other harassment, victimisation, and vilification and bullying.

All Employees are required to:

- respect the rights of all other employees, customers and clients
- adhere to Council's equal opportunity and bullying and harassment policies and procedures
- not get involved in, support, assist or encourage any form of discrimination, harassment, sexual harassment, bullying, vilification or victimisation

In addition, employees with supervisory responsibilities must also:

- take appropriate actions to prevent discrimination, harassment, sexual harassment, bullying, vilification or victimisation from occurring in their work area; and
- take appropriate steps to remedy the situation if discrimination, harassment, sexual harassment, bullying, vilification or victimisation has occurred

15.3 Occupational Health & Safety

An employee, while at work, shall:

- take the care of which the employee is capable for the employee's own health and safety and for the health and safety of any other person who may be affected by the employee's acts or omissions at the workplace
- adhere to and assist in the continuous improvement of Council's occupational health and safety systems

15.4 Risk Management

An employee, while at work, shall:

- ensure any issues identified as a risk to the public, contractor or members of staff are reported in accordance with Council's incident reporting procedure
- adhere to and assist in the continuous improvement of Council's risk management system

15.5 Staff and Contractors Code of Conduct

The Staff and Contractors Code of Conduct applies to all employees and contractors of the Loddon Shire Council. All staff must:

- adhere to the Staff and Contractors Code of Conduct at all times
- familiarise themselves with the Code to ensure compliance with its principles

15.6 Privacy

The Loddon Shire is committed to complying with the Information Privacy Act and the Health Records Act. All employees are required to:

- adhere to the Information Privacy Act and the Health Records Act
- at all times ensure that the personal information collected and held by the Council is protected from misuse, loss, unauthorised access, modification or disclosure
- ensure that personal information is appropriately stored and managed
- collect information only directly relating to the services being provided to clients
- not disclose personal information to any person or organisation without written consent or unless prescribed by a lawful instruction

15.7 Records management

Loddon Shire Council employees, as public officers under the Public Records Act 1973, have responsibilities for ensuring that records created and received are captured, managed, stored, and destroyed in accordance with Public Records Office of Victoria standards and policies and procedures adopted by the Council.

Managers have an additional responsibility to ensure that departmental Council staff understand and comply with the requirements of the Public Records Act 1973 and Council records management policies and procedures.

15.8 Confidentiality

All employees of the Loddon Shire Council have a duty:

- to serve the Council with loyalty and in good faith
- not to disclose or use any information obtained in the course of employment for any purpose other than carrying out duties of employment
- not to source Council information, or information relating to Council's ratepayers and clients, for any purpose other than carrying out duties of employment.

15.9 Compliance

The Loddon Shire is committed to implementing a compliance framework to encourage organisational-wide compliance with legislation, policy and procedures.

This position is required to manage responsibilities under legislation, policy and procedures.

Where relevant the incumbent must use Councils approved Advent Manager Compliance software by:

- ensuring obligations and actions in Management Action Plans are attended to within the timeframes allocated
- signing-off obligations and actions in the system once they reach practical completion.



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15.10 Child Safe Standards

The Loddon Shire is committed to the safety of children and young people and operates within the child wellbeing and safety amendment (Child Safety Standards) Act 2015.

Staff are expected to be aware of all policies and procedures regarding the safety of children and young people at all times.

16 AGREEMENT

The manager and incumbent, by signing this section of the Position Description, agree that it reflects the current duties and responsibilities of the position.

Incumbent's name: (Please print).....

Incumbent's signature: Date:

Manager's signature:

Manager's title: Date: