



Position Description

School Crossing Supervisor

The City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.

POSITION TITLE: School Crossing Supervisor

AWARD CLASSIFICATION: Band 1

DEPARTMENT: Safety & Amenity

DIVISION: City Growth & Development

DATE APPROVED: November 2021

APPROVED BY Manager, Safety and Amenity

ORGANISATIONAL RELATIONSHIPS:

REPORTS TO: Team Leader Parking Operations and Contracts

SUPERVISES: N/A

INTERNAL LIAISONS: Council Employees and Managers, Executive Team and Councillors

EXTERNAL LIAISONS: Government representatives, Statutory Authorities, clients, suppliers, consultants and Contractors.

POSITION OBJECTIVES

- To assist children to travel to and from schools in the municipality safely via the use of School Crossings
- Ensure the safety of pedestrians using the school crossings
- Effectively and efficiently regulate the flow of traffic at school crossings



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KEY RESPONSIBILITY AND DUTIES

- Operate the crossing in accordance with the “Instructions for Children’s Crossing Supervisors” as prepared by Vic Roads
- Ensure that it is safe to cross before allowing any person onto the crossing
- At crossings without traffic lights, stop the traffic when safe and sensible to do so and direct the flow of pedestrians in accordance with issued instructions. Supervisors should also take into account the needs of the traffic to ensure safe traffic flow which means less congestion
- Report any public safety issue to the Enforcement Team Leader
- Report any children who fail to obey directions to the relevant school
- Attend training sessions as required

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The work performed falls within specific guidelines including the exercise of discretion in the application of established practices and procedures
- Punctual attendance

JUDGMENT AND DECISION MAKING

- Some problem solving skills may be required for on-site situations and for dealing with complaints and enquiries from the public, however guidance and advice are always available
- Adherence to COPP policies

SPECIALIST SKILLS AND KNOWLEDGE

- The position requires knowledge of the road laws as they relate to Children’s Crossings

MANAGEMENT SKILLS

- Ability to manage own time, plan & organise own work

OCCUPATIONAL HEALTH & SAFETY

- Take every reasonably practicable step to ensure your health and safety, and the health and safety of all others that may be affected by your work
- Comply with all relevant legislation and regulation, as well as City of Port Phillip policies and procedures and reasonable work instructions
- Ensure that all hazards, unsafe conditions, incidents and near misses are reported promptly and within set timeframes
- Participate as appropriate in an early and safe return to work program after a workplace injury
- Participate in the improvement of health and safety, including incident investigations and risk management processes



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- Maintain knowledge of OHS issues relevant to your work

INTERPERSONAL SKILLS

- Good communication and interpersonal skills, particularly with children

SKILLS AND EXPERIENCE]

- Ability to work in all weather conditions i.e. wet/hot/windy/cold etc.
- Ability to supervise and display a responsible attitude towards children
- Capacity to work with limited supervision
- Ability to maintain vigilance at all times

MANDATORY REQUIREMENTS

- Ability to meet physical requirements of the role; employment of successful candidates will be subject to a satisfactory pre employment medical check
- Ability to work at the required times for the role
- The incumbent will be required to wear a supplied uniform
- The incumbent will be required to undergo industry-based training

CHILD-SAFE STANDARDS

- Maintain a child safe culture at the City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

SECURITY REQUIREMENTS AND PROFESSIONAL OBLIGATIONS

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia, and
- Sufficient proof of their identity.
- Complete a National Police Check completed via City of Port Phillip's Provider.
- Proof of Vaccination Certificate in line with VIC GOV Advice
- Employee type Working with Children Check

KEY SELECTION CRITERIA

- Operational knowledge of Vic Roads guidelines that relate to school crossing operation
- Previous experience working in accordance with standard operating procedures or guidelines, and seeking advice from supervisor where necessary
- Good communication and interpersonal skills, particularly with children and parents/carers
- Ability to exercise personal judgement within agreed standards to respond to a customer's request on the same day it is received