



SOUTH GIPPSLAND SHIRE COUNCIL

POSITION DESCRIPTION

POSITION:	Children's Crossing Supervisor
DIRECTORATE:	Development Services
DEPARTMENT:	Regulatory Services
CLASSIFICATION:	Band 1
EMPLOYMENT STATUS:	Ongoing Part Time
CURRENT OCCUPANT:	Vacant
DATE:	December 2015

ORGANISATION OVERVIEW

South Gippsland is a place like no other. We have a diverse community and economy set in a magnificent natural environment. We serve our people with genuine well-meaning and strive always to deliver the best outcomes we can.

We are passionate about building and sustaining a great workplace, principled leadership, and providing great opportunities. Our values are present in what we do and how we do it. With a renewed focus on innovation and collaboration, valuing difference and a belief that teams can achieve amazing things, there is a lot to look forward to.

We want to genuinely make a difference to the lives of all those who touch our community, and be part of creating 'a great place for us'.

DEPARTMENT

The department of Regulatory Services is responsible for:

- Animal Management
- Building
- Children's Crossings
- Environmental Health
- Fire Prevention
- Local Laws
- Planning Enforcement
- Traffic Management
- Wastewater



ORGANISATIONAL RELATIONSHIPS

Reports to: Local Laws Coordinator

Direct Reports: Nil

Internal Liaison:

- Local Laws Coordinator
- School Crossing Supervisors
- Local Laws Officers
- Payroll Officer

External Liaison:

- Victoria Police

1. POSITION PURPOSE

- To safely guide children/crossing users across the children's crossing.
- Assist in the provision of a School/Pre-School based Road Safety Education program

2. KEY RESPONSIBILITIES

- Satisfactorily exhibit behaviour and attitudes in accordance with the organisation's values
- Implement all OH&S and Safety Map requirements in line with tasks undertaken
- Participate in annual training
- Participate in continuous improvement
- Ensure compliance with the Children's Crossing Work Standards

3. ACCOUNTABILITY AND EXTENT OF AUTHORITY

The position is authorised to/responsible for the following:

- Responsible to supervise children and other crossing users prior to crossing.
- Responsible to implement correct crossing procedure.
- Responsible to maintain all equipment issued.



- Maintain liaison with Local Laws Coordinator.
- Authority to control the children's crossing in accordance with the relevant law and duties as outlined by South Gippsland Shire Council
- Accountable to act in accordance with the Councils policies and procedures. Where you do not know, you are obligated to find out.
- Accountable to complete the requirements of the role, work as a valued member of the team, and do your best for the community and the Council.
- Demonstrate commitment to support and embrace a continuous improvement environment and culture within the organisation.
- Accountable to demonstrate and encourage appropriate safety practices, report inappropriate behaviours and incidents, participate in training provided, improve work practices to reduce risk.

4. JUDGEMENT AND DECISION MAKING SKILLS

Judgment and decision making will be within the ambit of the following:

- Judgment and decision making in relation to safe road crossing practices

5. SPECIALIST SKILLS AND KNOWLEDGE

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

- Ongoing development of skills and knowledge through attending professional development programs and taking a proactive approach to continually improving skills and abilities.
- Ability to provide security to school children/crossing users using the children's crossing.
- Ability to foster safe road crossing habits and attitudes by the children.
- Understanding of the regulations, rules and procedures relating to children's crossings, including the duties of pedestrians and drivers, offences and potential liabilities
- Ability to deliver Council's Road Safety Education program to identified crossing users



6. MANAGEMENT SKILLS

The required management skills include:

- Not Applicable

7. INTERPERSONAL SKILLS

Interpersonal skills include:

- Ability to effectively communicate with children's crossing users
- Ability to communicate with schools, guardians as required
- The ability to work as an effective member of a team to maximise the effectiveness and efficiency of the team

8. QUALIFICATIONS AND EXPERIENCE

The qualifications and experience required for the position include:

- Completion of appropriate approved Crossing Supervisor Training Course is desirable

9. SELECTION CRITERIA

- Reliable, trustworthy person
- Current Working with Children Check
- Good verbal communication skills
- Ability to work unsupervised
- A current Victoria Drivers Licence

10. PRE EMPLOYMENT CHECKS

- Applicants may be required to complete a police check if progressing to the next selection stage.
- Applicants may be required to undergo a pre-employment medical examination if progressing to the next selection stage.
- Applicants may be required to undergo an Integrity/Psychometric assessment if progressing to the next selection stage.



Acceptance of the Position – Successful Candidate to Complete	
Agreement:	
I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the general Terms and Conditions of Employment and I agree to the terms and conditions.	
Name (Please print):	
Signature:	Date: