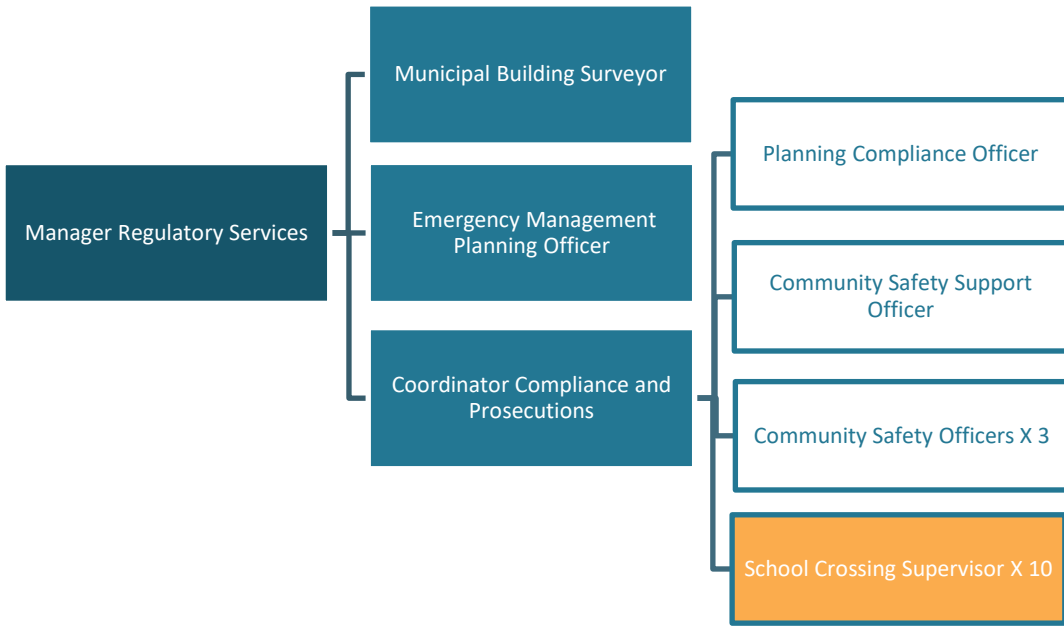


SCHOOL CROSSING SUPERVISOR – MEREDITH

Position No.	1107
Classification	Band 1, Permanent Part Time
Directorate	Community, Planning and Growth
Department	Regulatory Services
Division	Compliance and Prosecutions Division
Department Context	<p>The Regulatory Services department exists to undertake roles in Environmental Health, Building Services, Emergency Management, Fire Prevention, Animal Management, Local Laws, and School Crossings.</p>  <pre> graph LR MRS[Manager Regulatory Services] --- MBS[Municipal Building Surveyor] MRS --- EMP[Emergency Management Planning Officer] MRS --- CCP[Coordinator Compliance and Prosecutions] CCP --- PCO[Planning Compliance Officer] CCP --- CSSO[Community Safety Support Officer] CCP --- CSO[Community Safety Officers X 3] CCP --- SCSS[School Crossing Supervisor X 10] </pre>
Position Purpose	A School Crossing Supervisor is responsible for maintaining a high level of public safety at school crossings for school children at designated roads.

VISION & VALUES

Where people matter, communities are connected, and the future is bright

Pride	We know that our work is important, and we take pride in doing the best job we can
Respect	We treat each other with courtesy and respect, and are committed to keeping our environment safe, and free from judgement
Integrity	We are committed to being authentic, honest, and ethical in our work
Collaboration	We partner together to achieve shared goals and deliver community focused outcomes
Excellence	We are committed to delivering the best community experience and outcome that we are capable of providing

KEY RESPONSIBILITIES AND DUTIES

Supervision of School Crossings

- Carry out the correct supervision of a School Crossing by directing and controlling pedestrians and motor vehicles.
- Understand the principles and procedures used in the supervision of a School Crossing.
- Ensure children have a safe location to cross busy roads to and from school.
- Educate children and other crossing users in the correct procedures to apply at the School Crossing.
- Note the registration numbers of vehicles infringing the regulations relating to School Crossings and forward these numbers to the appropriate Community Safety Officer or to the Police.
- Other duties within the scope of the employee's skills, competence and training as directed.

General and Organisational Responsibilities

- Comply with Council policies and procedures, including the Code of Conduct, and Councils Corporate Values.
- Contribute to the development of the Divisions objective, as well as the corporate goals of Council.
- Embrace Council's commitment to providing a safe and healthy working environment by performing duties in accordance with the Health & Safety Act 2004, regulations, codes of practice, policies and procedures.
- Promote excellence in the customer experience and in conjunction with your manager or people leader, identify, review, and implement strategies to improve the customer experience quality and efficiency.
- Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During a CEO identified emergency an employee may be required to complete alternative work including administration, coordination and specialist support.
- Maintain confidentiality in respect of all dealings of a sensitive or confidential nature.
- Participate as directed in training and education to maintain compliance and an up-to-date knowledge.
- Other duties within the scope of the employee's skills, competence, and training, relevant to the position band, as requested by the supervisor.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.

Child Safe Standards

Golden Plains Shire Council is committed to creating a child safe organisation where children and young people are respected, valued, and encouraged to reach their full potential.

Golden Plains Shire Council's policies and procedures support the implementation of requirements under the *Child Wellbeing and Safety Act 2005* and the *Child Safe Standards*. Council will provide access to continuous learning opportunities and develop relevant services and programs to adopt Child Safe practices.

All staff must actively contribute to a child safe and child friendly environment and are committed to continuously update their knowledge to ensure they fulfil their obligations in relation to Child Safe Standards. Council will provide access to continuous learning opportunities and develop relevant services and programs to adopt Child Safe practices.

GPSC CAPABILITIES

The GPSC Capabilities are the knowledge, skills, and associated behaviours required by all staff. The capability level for each role is varied and dependent on the role functions. The four levels for the capabilities are:

Foundational	<ul style="list-style-type: none"> • Basic awareness of concepts and techniques • Follows guidance, complies with established procedures, seeks advice
Intermediate	<ul style="list-style-type: none"> • Broad understanding of concepts and techniques • Demonstrates the skills/knowledge with minimal guidance
Adept	<ul style="list-style-type: none"> • Strong understanding of concepts and techniques with consistent application • Influences, upholds, shares advice, consults
Advanced	<ul style="list-style-type: none"> • Extensive understanding and application of concepts and techniques • Sets, leads, designs, innovates, monitors, regulates, develops others • Shapes the organisations approach in the application of this skill/knowledge

The capability level for this role is as follows:

Capability	Description	Level
Flexibility & Adaptability	Adjust approach in line with changing priorities and remain agile and positive toward change	Foundational
Manage Self	Shows drive and motivation, with an ability to self-reflect and a commitment to learning	Foundational
Resilience	Maintain a positive attitude and consistently deliver quality work in the face of challenging situations	Foundational
Value Diversity & Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences, and perspectives	Foundational
Communication	Communicate clarity, vision, purpose, and impact, actively listen to others, and respond with understanding and respect	Foundational
Collaboration	Build strong relationships, collaborating effectively across the organisation, valuing their contribution	Foundational
Customer & Community Focus	Committed to the customer experience and delivering customer and community valued outcomes	Foundational
Influence & Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
Action & Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy, and guidelines	Foundational
Plan & Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
Problem Solving	Think, analyse, and consider the broader context to develop practical solutions	Foundational
Innovation & Continuous Improvement	Use different ideas and concepts to develop new and different ways of thinking to improve efficiency, effectiveness, and quality of work	Foundational

CLASSIFICATION DEFINITIONS

Accountability and Extent of Authority	<p>The position is authorised to:</p> <ul style="list-style-type: none"> • Work within guidelines provided by the Coordinator Compliance and Prosecutions. • Work under routine supervision. <p>The work falls within specific guidelines and the officer is responsible for the quality of their work.</p>
Judgement and Decision Making	<p>Work activities are routine and clearly defined.</p> <p>Tasks performed involve a limited range of tools and work methods. The officer resolves minor problems that relate to the work task.</p>
Specialist Skills & Knowledge	<p>The position involves work that is semi-skilled.</p>
Management Skills	<p>The position requires basic oral communication skills in order to communicate appropriately with school staff, parents, and children.</p>
Interpersonal Skills	<p>Communication skill will be sufficient to allow the Officer to gain the cooperation and assistance of customers, members of the public and other employees in the performance of their duties.</p> <p>The position requires skills in written communication to enable the preparation of routine correspondence and reports.</p>
Qualifications & Experience	<p>No specific qualifications or experience are necessary for the position. However, the officer shall hold a current Working with Children Check at all times during their employment. The officer cannot commence work in the position until the Working with Children Check has been provided as part of the recruitment process.</p>

KEY SELECTION CRITERIA

1. Hold a valid Working with Children Check.
2. Possess basic knowledge of road laws, especially relating to school crossings.
3. Possess good hearing and eyesight.
4. The ability to undertake basic writing skills.
5. Good interpersonal and verbal communication skills.

DESIRABLE

1. A basic understanding of local government and the services provided by Golden Plains Shire Council.

Other Requirements

- As part of your role, you will be working or have contact with children. It is your obligation to always ensure their safety and report any concerns that you have, in line with our duty of care obligations. You will be required to regularly provide the necessary working with children, police records and reference checks. We have zero tolerance when it comes to abuse of any kind and will take disciplinary action, including and up to termination of employment, should we determine that abuse has taken place or there has been a failure to report any suspected or alleged abuse.
- A current Australian driver licence.

- Maintain a satisfactory National Criminal History Check and Working with Children’s Check.

APPROVAL

Approved By (Department):	Regulatory Services
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Reviewed By (P&C):	People & Culture Advisor
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Date:	April 2025
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Employee Acceptance:	<i>Accepted via onboarding portal</i>
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