

► POSITION DESCRIPTION

POSITION TITLE:	Relief School Crossing Supervisor
DEPARTMENT:	Infrastructure & Development Services
UNIT:	Community Safety
TENURE:	Casual
CLASSIFICATION:	Band 1
LOCATION:	Various locations within the municipality
DATE APPROVED:	August 2014 - amended February 2019

Hepburn Shire Council Organisational Values

Accountability

- We will be responsible for our choices
- We will acknowledge and learn from our mistakes

Respect

- We will accept people's differences
- We will look for the best in people and value their contribution
- We will treat people with respect and dignity

Excellence

- We will perform to the best of our ability
- We will commit to learning and growing
- We will strive to achieve the organisation's long term vision

Trust

- We will encourage creativity and innovation
- We will value everyone's contribution
- We will lead by example
- We will act honestly

Fun

- We will acknowledge and celebrate our successes
- We believe in getting involved
- We will promote a healthy sense of humour

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POSITION OBJECTIVES

- To ensure the safety of school children crossing at the various school crossing locations across the Shire before and after school.

KEY RESPONSIBILITY AND DUTIES

- To attend at the school crossing between 8.00am and 9.00am and 3.00pm and 4.00pm daily to supervise children crossing.
- To be aware of traffic and child movements and ensure that the required procedures are observed.

Occupational Health & Safety (choose appropriate points for position)

- Follow safe work practices, procedures, instructions and rules at all times.
- Perform all duties in a manner that ensure personal health and safety, and that of others in the workplace and the general public.
- Regularly inspect own immediate work environment and report all hazards or incidents that can cause harm or that represent a threat to public safety.
- Ensure compliance with the provisions of the Occupational Health and Safety Act and Regulations at all times.

Risk Management

- Ensure Council's Risk Management policy, program and the application of sound risk management practices within the workplace and community are observed and complied with at all times.
- Minimize damage or loss of property in your control and report any damage, loss or exposures observed.

Emergency Management

- Assist with response / recovery arrangements in accordance with Council's Municipal Recovery Plan.

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Other Duties

Responsibilities and duties included in this Position Description are subject to the Multi-skilling provisions of the relevant Award and/or the Hepburn Shire Council Enterprise Agreement.

ORGANISATIONAL RELATIONSHIP

Reports to:	Coordinator Community Safety
Supervises:	Nil
Internal liaisons:	Councillors Council staff
External liaisons:	School Children General public Teachers Parents Police

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Accountable for the safety of users of the school crossing.
- Authorised to carry out the duties of a school crossing supervisor.

JUDGEMENT AND DECISION MAKING

- Safe crossing of school crossing users having regard to traffic flow and road conditions.

SPECIALIST KNOWLEDGE AND SKILLS

- Knowledge of procedures to be used for safe operation of a school crossing.
- Ability to supervise children
- Knowledge of road laws

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Adherence to all Hepburn Shire Council's policies and procedures including but not limited to:

- Code of Conduct
- Acceptance of Gifts and Hospitality
- Information and Privacy
- Equal Opportunity
- Counselling and Discipline
- Protected disclosures

INTERPERSONAL SKILLS

- Good oral communication skills.
- Ability to gain cooperation from children.

QUALIFICATIONS AND EXPERIENCE

- Previous school crossing supervision preferred but not essential.
- Some experience in working with and dealing with children.
- Department of Justice working with children check.

VARIATION TO CONDITIONS OF EMPLOYMENT

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

The Terms and Conditions in this Position Description are to be read in conjunction with the General Terms and Conditions of Employment.

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KEY SELECTION CRITERIA

Selection will be based on the following Selection Criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the Position Description.

- Previous school crossing supervision preferred but not essential.
- Some experience in working with and dealing with children.
- School Crossing Supervisors Course desirable but not essential.
- Department of Justice working with children check.
- Ability to demonstrate and display the Hepburn Shire Council Values - Accountability, Respect, Excellence, Trust and Fun.

The following signatures are required to indicate understanding, agreement and approval of the position description. This position description is current at the date of issue and is subject to review at least annually, in consultation with the employee.

AUTHORISATIONS

CEO _____ Signed _____ Date __/__/__	Director: _____ Signed _____ Date __/__/__
Manager People & Culture: Signed _____ Date __/__/__	Employee Name _____ Signed _____ Date __/__/__

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CONDITIONS OF EMPLOYMENT:

Employment conditions for all employees are in accordance with the relevant award, employment contract or industrial agreement. Currently the awards pertaining to Hepburn Shire Council employees are:

- Hepburn Shire Council Enterprise Agreement (#8) 2017 (Agreement ID AG2017/1883)
- National Training Wage Award 2000

Arrangements specific to your employment and work place will be explained to you during the recruitment process. For further details, copies of Awards and Agreements can be downloaded from Fair Work Australia www.fwa.gov.au.

You will be responsible for the duties as outlined in this position description and any such duties, which could be reasonably asked of a person in this position, as designated to you by your supervisor.

APPLICATION PROCESS

The selection process has been designed to ensure that all eligible applicants have an equal opportunity to demonstrate their skills and suitability for the position. The selection process may include skills tests or work samples where appropriate, reference checking, psychological profiling, a medical examination and police check (where appropriate).

Appointment to positions within Hepburn Shire Council is on the basis of merit.

KEY SELECTION CRITERIA

The Position Description should be read very carefully as this describes the core duties and requirements of the position and outlines the criteria used as a basis for selecting the most appropriate person for the job.

Unless specified it is mandatory to address the key selection criteria.

We recommend that rather than stating you can meet each criterion; give specific examples illustrating particular skills which will enable us to determine how you meet the criteria of the position.

MORE INFORMATION

The Contact Officer's name is stated on the Job Advertisement. If you have any queries please contact this person, so your questions can be addressed promptly. Speaking to the contact person may assist you in your decision on whether to apply for the position.

CANVASSING OF COUNCILLORS AND COUNCIL OFFICERS:

Canvassing of Councillors and Council Officers, either indirectly or directly that may influence the outcomes of this application may be deemed a disqualification.

WHERE TO SEND APPLICATIONS:

Applications can be sent to employmentapplication@hepburn.vic.gov.au or uploaded through SEEK where a role has been advertised.

Applications will be kept strictly confidential and should be addressed to -

Hepburn Shire Council –
Attention CEO Mr Evan King
(write name of position applying for)
P.O. Box 21
Daylesford VIC 3460