

<b>Position Title:</b>	School Crossing Supervisor
<b>Classification:</b>	Band 1
<b>Business Unit:</b>	Traffic, Parking and Safety
<b>Reports to:</b>	Coordinator Traffic Parking and Safety
<b>Status:</b>	PART-TIME and CASUAL
<b>Approved by:</b>	Coordinator Traffic Parking and Safety
<b>Reviewed:</b>	November 2021

## 1. About the City of Glen Eira

The City of Glen Eira is located in Melbourne's south-east suburbs, approximately 10 kilometres from Melbourne's central business district. The City includes the suburbs of Bentleigh, Bentleigh East, Carnegie, Caulfield, Caulfield East, Caulfield North, Caulfield South, Elsternwick, Gardenvale, Glen Huntly, McKinnon, Murrumbeena, Ormond and part of the suburbs of Brighton East and St Kilda East.

Glen Eira has a vibrant and diverse community which is proud of its cultural heritage. It has 68 beautiful parks, 45 sporting ovals, 40 educational institutions, 35 strip shopping centres and almost 6000 businesses. It is home to more than 141,000 people and significant Melbourne icons such as Ripponlea, the Caulfield Cup, ABC television studios, Yarra Yarra Golf Club, the Jewish Holocaust museum and much more.

## 2. About our Organisation

Glen Eira City Council aims to be an organisation that is high performing, values based and one that strives for innovation. We are proud of our achievements and have been recognised as an employer of choice over recent years. We endeavor to recruit people with who share our values, are proud of the work they do and have a desire to make a difference to our community.

Glen Eira City Council is committed to reconciliation and supports Aboriginal and Torres Strait Islander aspirations. We encourage applications from Aboriginal and Torres Strait Islander people and value the knowledge, skills and talents they could share with our workforce and community.

### Values

We are committed to the values which underpin our organisational culture, and how we work. Our five values are:

- Service Excellence – *Delivering for our community*
- Collaboration – *Working better together*
- Innovation – *Expressing ideas and adding value*
- Respect – *Being understanding and considerate*
- Integrity – *Being open and honest*

## 3. Organisational Structure

Glen Eira City Council's structure comprises four Directorates. These are:

- Corporate Services;
- Planning, Place and Sustainability;
- Community Assets and Leisure; and
- Community Wellbeing.

These Directorates and the departments within them are responsible for ensuring the delivery of high quality and cost effective services that make a difference to our community.

## 4. Position Purpose and Background

To assist children and other pedestrians to cross the road at established school crossings, pedestrian and traffic lights.

## 5. Working Relationships

Reports To: Coordinator Traffic, Parking and Safety  
Position deals with: Council staff, school staff and members of the public

## 6. Key Responsibilities

- Operate the crossing in accordance with the *"Instructions for Children's Crossing Supervisors"* handbook as prepared by VicRoads.
- 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.
- Ensure the flags are displayed correctly whilst performing duties.
- Ensure that all vehicles are stationary before allowing pedestrians across the crossing.
- Ensure that all pedestrians have crossed the roadway before vacating the crossing.
- Wear issued uniforms and utilise safety equipment at all times.
- Attend training sessions as required.
- Attend medical examinations as required by Council including general health, cognitive, sight and hearing tests.
- Follow all instructions, procedures and policies relevant to this position.

## 7. OHS, Risk Management, Equal Opportunity, Charter of Human Rights & Child Safe Standards

- Adhere to policies and procedures to minimise injury and damage to assets and property.
- Adhere to Council's Health and Safety, equal opportunity and risk management policies, plans and procedures and relevant legislation as well as act in accordance with the Charter of Human Rights.
- Actively participate in reporting matters of health, safety and Council asset damage.
- Demonstrate and promote workplace behaviour that does not discriminate, bully or harass.
- Take reasonable care for your safety and the safety of others who may be affected by your actions or omissions;
- Contribute to the effective protection of Council in accordance with the Council's risk management policy and procedures;
- Act compatibly with human rights and consider human rights when making decisions; and
- Cooperate with any reasonable, lawful instruction to comply with relevant legal requirements

- Commit and adhere to Council's zero tolerance of child abuse, its principles of being a child safe organisation and its reporting requirements for child safety.
- Adhere to the Victorian Child Safe Standards and related legislation, including Failure to Disclose, Failure to Protect and Grooming offences.

## 8. Accountability and Extent of Authority

The following describes the accountability and extent of authority of the School Crossing Supervisor:

- The work performed falls within specific guidelines.
- Work is performed individually under routine supervision.

## 9. Judgement and Decision Making Skills

The following outlines the extent of judgement, decision making and authority required by the School Crossing Supervisor:

- The work is clearly defined within well documented and established procedures.
- Some problem solving may be required for on-site situations and for dealing with enquiries from the public.
- Guidance and advice is always available.

## 10. Interpersonal Skills

- Good verbal communication skills to communicate with others in a friendly, helpful and courteous way with the public at all times.

## 11. Specialist Skills and Knowledge

- Understanding of road rules and traffic safety.
- Hold a Victorian Driver's Licence.

## 12. Inherent Physical Requirements

- Ability to stand for a minimum of one hour, twice per day, while holding a sign (up to 2kg) in variable positions with one hand.
- Ability to perform the job in all weather conditions common to Melbourne Metropolitan area.
- Eye sight sufficient to undertake the duties (subject to pre-employment and regular ongoing testing).
- Hearing sufficient to undertake the duties (subject to pre-employment and regular ongoing testing).
- General health sufficient to undertake the duties (subject to pre-employment and regular ongoing testing).
- Ability to blow the School Crossing Supervisor's whistle.
- Cognitive skills sufficient to enable the incumbent to adequately supervise the crossing (subject to pre-employment and ongoing testing).
- Ability to project the voice and call out warnings in clear English.
- Ability to move quickly in an emergency.
- Ability to speak and understand English.

## 13. Qualifications and Experience:

- Ability to meet inherent physical requirements for the position.
- Ability to supervise children with a responsible attitude.
- Capacity to work with limited supervision.
- A current Victorian Driver's Licence.

## 14. Performance Review

- The Position will be required participate in the Council's Performance Development and Review process.

## 15. Selection Criteria

- Possess inherent physical requirements for the position.
- Ability to communicate clearly with others in English.
- Ability to demonstrate commitment and punctuality.
- Must maintain a satisfactory police check.
- Must maintain a current Working with Children Check.
- A current Victorian driver's licence.

## 16. Other Information

- Position is subject to the satisfactory completion and maintenance of Police Records Check, Employee Working with Children Check and Pre-employment medical.
- The preferred candidate will be required to undertake hearing, sight and medical/cognitive ability tests conducted by a Council approved practitioner to determine suitability for the position.
- In line with Victoria Government requirements, this role requires the incumbent to have and maintain the necessary mandatory COVID-19 vaccinations