



## BOROUGH OF QUEENSCLIFFE

### POSITION DESCRIPTION

#### 1. POSITION TITLE

School Crossing Supervisor – Reliever

#### 2. CLASSIFICATION

Band 1 of the Borough of Queenscliffe Enterprise Bargaining Agreement.

This is a permanent part-time position with a guarantee of 4 shifts per week plus others as required (as the relief position it is expected additional shifts will be required most weeks although this cannot be guaranteed).

**APPROVED BY:** Kelvin Spiller  
Acting Chief Executive Officer

**DATE APPROVED:** 17 March 2023

#### 3. POSITION OBJECTIVES

- To maintain a high level of public safety for school children and other pedestrians crossing the road at designated Children's Crossings within the Borough.
- At a minimum to staff a crossing each Tuesday and Wednesday morning and afternoon (four shifts) on school days.
- To provide backup relief support for School Crossing Supervisors during periods of planned and unplanned leave, as required.

#### 4. KEY RESPONSIBILITY AREAS

##### Children's Crossing Supervision

- Attend the Children's Crossing at the times specified and/or when required.
- Ensure pedestrians safely cross busy roads to and from school.
- Demonstrate the correct procedures to use at a Children's Crossing.
- Ensure that the Children's Crossing complies with relevant regulations.
- Record details of vehicles infringing the regulations relating to Children's Crossings using the designated forms.
- Adhere to all Council policies, procedures, behaviours and values relevant to this position.

**Risk Management and Occupational Health and Safety**

- Comply with Council’s risk management and occupational health and safety policies and practices.
- Perform duties in a manner which is without an unacceptable level of risk to their own health and safety, other employees, Council’s customers or the community in general, in accordance with policies, training and instruction given.
- Report to your supervisor or a Manager any risk exposure, loss or damage. Risks arising in the workplace may relate to personnel/OHS, plant and property, financial/liability, business interruption or reputation.
- Report to your supervisor or a Manager any illness, injury, hazard, near miss or incidents and losses as soon as they are detected.
- Participate in programs to improve risk management including health and safety within the workplace.

**Common responsibilities**

- Ensure that Records Management policy, procedures and guidelines are fully complied with.
- Participate in organisational development including training, annual performance appraisals and meetings as required

**Other**

- Perform other duties and responsibilities that are reasonably expected within the scope of this position.

**5. ORGANISATIONAL RELATIONSHIPS**

- Reports to:** Senior Law Enforcement Officer
- Supervises:** Not applicable
- Internal Liaisons:** Borough Law Enforcement Officers  
Council staff
- External Liaisons:** School principals/school staff and children  
General public

**6. ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- Accountable for carrying out the correct supervision procedures at the Children’s Crossing.
- Work closely with schools in the education of children using the Children’s Crossing.

**7. JUDGEMENT AND DECISION MAKING**

- Work activities are routine and clearly defined. The incumbent may resolve minor problems using established Council procedures and guidelines. Advice and guidance is always available from the Senior Law Enforcement Officer.
- Report any breaches of relevant Acts and Regulations relating to Children's Crossings that may require consideration of further action by the Borough Law Enforcement Officers.
- Exercise judgement in the selection of the most appropriate procedures to address operational issues and proactively seek advice, as required.

**8. SPECIALIST SKILLS & KNOWLEDGE**

- To be alert and possess the physical ability to perform all functions and duties associated with the position, including the ability to respond effectively in an emergency.
- Ability to work with children of all ages.
- Understanding of relevant traffic laws that impact on the incumbent's duties.
- Ability to judge traffic flows to facilitate the safe passage of pedestrians.
- Ability to work without direct supervision.
- Ability to supervise pedestrians in accordance with Council policies, procedures, relevant laws to ensure the safety of pedestrians using the crossing.
- Ability to demonstrate professional behaviour and conduct at all times.

**9. INTERPERSONAL SKILLS**

- Effective verbal communication skills to deal with members of the public and basic written skills.
- A friendly, helpful and courteous manner.
- Ability to work in a co-operative manner with children and to be persuasive when the situation warrants.
- Ability to educate both parents and children about road safety at Children's Crossings.
- Ability to liaise with school principals and school staff and be identifiable as a member of a 'school communities' within the Borough.
- Ability to demonstrate integrity, responsibility, respect and innovation in all aspects of the position.

**10. QUALIFICATIONS AND EXPERIENCE**

- Previous Children's Crossing experience will be well regarded, however, an induction and relevant on-the-job training will be provided.

- A current Victorian Driver’s Licence is essential.
- Willingness to obtain a Police Check and Working with Children Check (successfully obtaining a Working with Children Check is essential to performing the role).
- Access to a mobile phone is required to allow prompt communication during hours of work.
- Ability to accurately submit timesheets electronically/on-line each fortnight

<b>11. KEY SELECTION CRITERIA</b>
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- Physical ability to supervise a Children’s Crossing to ensure the safety of pedestrians using the crossing.
- Ability to work in a co-operative manner with children and to be persuasive when the situation warrants.
- Understanding of relevant traffic laws that impact on the incumbent’s duties.
- Effective verbal communication skills to deal with members of the public.
- A current Victorian Driver’s Licence is essential.
- Access to a mobile phone.

**Child Safe Standards**

Inspired by the Borough of Queenscliffe's Latin motto, *Statio Tutissima Nautis*, that translates as 'the safest anchorage for seafarers', Council is committed to creating a safe and friendly working environment where people are respected, valued and encouraged to do their best and where our customers and young people are also respected, valued and made to feel safe. Council is also committed to ensuring its legislative obligations, in particular the *Working with Children Act 2005* are met and understood.

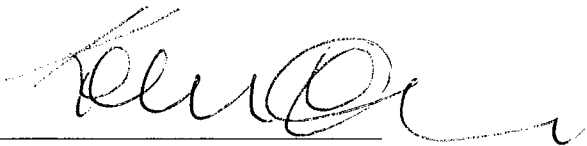
In line with Council policy and procedures, all positions within Council are required to have a current employee Working with Children Check (WWCC). All prospective employees cannot commence work at the Borough until they have a valid employee WWCC that references the Borough of Queenscliffe as their employer. All prospective employees will be required to undertake a criminal history check (police check) before commencing employment with the Borough of Queenscliffe. Both of these checks are to be organised by the potential employee and will be reimbursed by the Borough of Queenscliffe.

**Equal Opportunity Statement**

Council's Policy on Equal Employment Opportunity reflects our desire to enjoy and promote a workplace free of discrimination where each person has the opportunity to progress to the extent of their ability. The key policy principles are:

1. The Council of the Borough of Queenscliffe is wholly committed to the principles of Equal Employment Opportunity.
2. The Borough of Queenscliffe will ensure fair, equitable and non-discriminatory consideration is given to all job applicants regardless of age; disability; sex; sexual orientation; race; employment activity; gender identity; lawful sexual activity; marital status; industrial activity; political belief or activity; physical features; breastfeeding; pregnancy; parental status or status as a carer; religious belief or activity; and personal association with a person who is identified by reference to any of these attributes.
3. Selection of an individual for employment, promotion or advancement, training and staff development will be on the basis of the person's merit in fair and open competition according to the skills, qualifications, knowledge and efficiency relevant to the position involved.

**Approved:**



**Kelvin Spiller**  
**ACTING CHIEF EXECUTIVE OFFICER**

**Date:** 17 March 2023