

APPLICATION GUIDELINES

These guidelines are provided to assist you in submitting your application for the advertised position with the City of Greater Bendigo. Please ensure that you read the instructions carefully, prior to submitting your application.

Attached is a position description which will provide information on the advertised position. If you require any further information regarding this position, please contact **Brendan Shepperd, Local Laws Officer on 0429 163 099.**

Applications must be received by close of business **Monday January 27, 2020.** Applications will be short listed for interview based on the responses to the selection criteria. Applications should be marked 'Confidential' and may be submitted by:

- Website:** www.bendigo.vic.gov.au/About/Working-at-the-City-of-Greater-Bendigo/Current-vacancies - Use the **Apply Now** section for the appropriate position and follow the prompts (**Preferred option**)
- Post:** HR / Recruitment Officer
City of Greater Bendigo
PO Box 733, BENDIGO 3552
- In person to:** 195-229 Lyttleton Terrace, Bendigo

Please ensure that your application includes:

- A copy of your current resume, including contact details for two (2) work related referees (referees will only be contacted after a personal interview has been conducted)
- Covering letter
- A statement addressing each selection criteria
- On your application, please indicate your preference of work for Part Time, Casual or both.

Please note: if your application is successful we will require the following documents prior to commencement:

- Birth Certificate or Extract and any formal registration of name changes such as a Marriage Certificate, or deed poll documentation (if name is different on Birth Certificate/Extract)
- Photo Identification, i.e. Current Driver's Licence, Passport
- If your birthplace is outside Australia, documents proving you are legally able to work in Australia, i.e. Evidence of citizenship/permanent residency status or working visa

For further information on Bendigo, please visit our website at www.bendigo.vic.gov.au
Thank you for your interest in this position; we look forward to receiving your application.

**The City of Greater Bendigo aspires to be a values driven organisation
Working together to be the best we can for our community
We Lead, We Learn, We Care, We Contribute, We Respond, We Respect**

<u>POSITION TITLE:</u>	SCHOOL CROSSING SUPERVISOR
<u>EMPLOYMENT STATUS:</u>	PART TIME (2 x 45 MINUTE SHIFTS PER DAY)
<u>CLASSIFICATION:</u>	BAND 1
<u>SALARY RANGE:</u>	\$48,485 - \$50,404 PRO RATA + SUPER OR \$30.67 CASUAL HOURLY RATE
<u>UNIT:</u>	SAFE & HEALTHY ENVIRONMENTS
<u>DATE REVIEWED:</u>	JULY 2019

THE UNIT:

The Safe and Healthy Environments unit's purpose is to advocate, enable and mediate with and for the community, to promote and protect health, prevent the spread of infectious disease, ensure safe development and support the protection of our environments. Key areas of focus include:

- Registration and surveillance of food, accommodation, caravan park and health (non-medical) related businesses
- Education, surveillance and implementation of the state wide tobacco control legislation
- Education, surveillance and investigation to control the spread of certain notifiable infectious diseases.
- Wastewater management, including the facilitation of unsewered developments.
- Monitoring public swimming pool and urban lake water quality.
- Dispute mediation, investigation and resolution of public health nuisance.
- Civil mediation, promotion and enforcement of the City's Local Laws that address civic behaviour and use of public spaces.
- Ensuring Building, Planning and development standards are achieved.
- Registration of domestic animals and domestic animal businesses, promotion of responsible pet ownership and investigation into incidents including dog attacks.
- Managing parking across the municipality to ensure that it is safe, equitable and utilises contemporary approaches.
- School crossing supervision for all State approved school crossings in the municipality

POSITION OBJECTIVES:

- Ensure the safe and orderly use of the school crossing by school children and other users.
- Be alert to potentially dangerous situations and react in a positive manner in the efficient control of the school crossing.
- Promote a positive customer service oriented image of the City of Greater Bendigo (the City).

KEY RESPONSIBILITIES & DUTIES:

- Attend the school crossing at the time specified and/or when required.
- Educate children and other users of the crossing in the correct procedures and safe use of the school crossing.
- Ensure the school crossing complies with the relevant regulations.
- Direct children safely over the crossing in line with adopted procedures being observant of the vehicular traffic movements from both directions and be alert to the children's behavioural traits.
- Set up and take down the school crossing flags for each session.
- Note the registration number and all details of any vehicle infringing the regulation relating to school crossings and forward these to the Coordinator Parking Strategy.
- Maintain a neat, respectable appearance including wearing full uniform at all time whilst on duty.
- Be conscious of the sun and wear protection when appropriate.
- Attend court hearings, if required, to give evidence in respect of traffic or parking offences.
- Carry out other duties that are within the limits of the employee's skill, ability, competence and training, and the requirements of the role as may be directed from time to time by more senior staff.

Occupational Health and Safety (OH&S)

- Responsible for compliance with OH&S regulations relevant to the tasks performed.
- Provide a safe working environment for the community and private property whilst engaged in work practices.
- Provide a safe working environment for self and fellow workers.
- Participate and complete relevant risk assessments and other OH&S documentation as required.

ORGANISATIONAL RELATIONSHIPS:

Reports to: Coordinator Parking Strategy

Supervises:	Nil
Internal Liaisons:	Safe & Healthy Environments staff and other City staff where appropriate
External Liaisons:	General public, school principal, children and police

ACCOUNTABILITY & EXTENT OF AUTHORITY:

- Ability to perform broad tasks involving the utilisation of a range of basic skills.
- Ability to work under routine supervision either individually or in a team environment.
- Work performed falls within specific guidelines including the exercise of discretion in the application of established practices and procedures.
- Responsible for the quality of one's work.
- Assist in the provision of on-the-job training in conjunction with supervisor/s as required.

JUDGEMENT & DECISION MAKING:

- Work activities are routine and clearly defined.
- Ability to perform tasks using a limited range of tools, techniques and methods within a specified range of work.
- Ability to resolve minor problems that relate to immediate work task.

SPECIALIST SKILLS & KNOWLEDGE:

- Ability to undertake safe and competent operation of a school crossing.
- Understanding of the principles and procedures used in the supervision of a school crossing.
- Ability to relate effectively to children and other users of school crossings.
- Work closely with the school in the education of children using the school crossing.

MANAGEMENT SKILLS:

- Not applicable.

INTERPERSONAL SKILLS:

- Ability to demonstrate and display the City's staff values and behaviours.
- Ability to provide good customer service in adherence to the City's Customer Service Charter.
- Basic oral and written communication with students, members of the public and other employees.

QUALIFICATIONS & EXPERIENCE:

- No formal qualifications or experience is required for this position.
- A current driver's licence.

Additional Information

- As part of the City's Recruitment and Selection and related policies, a Pre-employment Medical, satisfactory Police Record Check and Working with Children Check is required for this position.
- You may be provided with or use equipment that contains electronic monitoring devices.

KEY SELECTION CRITERIA:

- Understanding of the principles and procedures used in the supervision of a school crossing.
- Ability to work closely with the school in the education of children using the school crossing.
- Ability to adopt a professional approach, including wearing full uniform at all times.
- Good communication skills with the ability to relate effectively with children and other users of the school crossing.