

Job title: Coordinator School Crossings	
Classification: Band 6	Effective Date: July 2024
Reports to: Manager Community Safety	Tenure: Permanent

About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration	Respect	Excellence	Accountability	Trust
We work flexibly together to achieve outcomes and solve problems.	We actively listen, value diversity and care.	We adapt, respond, learn and grow.	We take responsibility and follow through on our promises.	We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

The position of Coordinator School Crossings reports directly to the Manager Community Safety and is responsible for leading a large team of 110 plus, dedicated School Crossing Supervisors.

Key Responsibilities

Position Specific Responsibilities

- Build and maintain strong and cooperative working relationships with School Crossing Supervisors and ensure effective communication with school communities and other external and internal stakeholders.
- Identify continuous improvement opportunities and implement relevant initiatives.
- Develop and maintain effective communication, processes and procedures for School Crossing Supervisors.
- Coordinate the ongoing planning, strategic development, implementation, supervision and evaluation of the programs activities.
- Undertake activities relating to the advertising, recruitment and induction of School Crossing Supervisors in accordance with Council's policies, guidelines and relevant legislation.
- Oversee work performed by School Crossing Supervisors through rostering, mentoring, training, organisation of timesheets, consultation and monitoring of performance to ensure a quality and consistent standard of service.
- Ensuring high standards of community safety including the implementation of safety programs and effective coverage at all nominated school crossings.
- Develop and maintain high quality resources, support and communication processes for School Crossing Supervisors (i.e. regular meetings, on-site supervision, regular newsletters and training).
- Undertake on-site safety audits of school crossings.
- Assist with the management of workplace incidents and performance matters.

Corporate Responsibilities

- Ensure adherence to all Corporate Policies, Procedures and the Organisational Goals and Values Principles in the current Whitehorse City Council Collective Agreement by all staff under supervision.
- Ensure the organisation is aware of and compliant with relevant statutes and legislation.
- Identify and develop changes to policy and procedure in areas of responsibility.
- Ensure that risk management principles are adopted in all decision-making processes within the team.

- Undertake identification, reporting and resolution of risk management activities (including that staff are appropriately trained) and ensure that all relevant operating procedures provide for a safe working environment.
- Apply sound financial management techniques to team budget processes.
- Provide equitable and sound supervision of staff, (including ensuring appropriate training, development and motivation) to ensure that team key performance indicators are met and contribute to the strategic objectives of the team and organisation.
- Ensure appropriate care and use of assets and equipment.

Accountability and Extent of Authority

Budget: The position is responsible for the budget relevant to school crossing management.

Staff responsibility: The position is responsible for the coordination of 110 plus School Crossing Supervisors who are casual/part-time)

Judgement and Decision Making

- The position will make decisions on some regulated activities which must be completed.
- The ability to exercise sound judgement with minimal supervision and manage own workload is essential.
- Able to complete tasks within required timeframe and to the required standard despite conflicting pressures.
- Awareness of and compliance with Council policy and procedures and relevant industry standards is essential.

Specialist Knowledge and Skills

- Demonstrated leadership though experience in staff supervision, training and development.
- High level skills in MS Office (Outlook, Word, Excel) is essential
- Knowledge of Humanforce, HPE Content Manager and Pathway desirable.

Qualifications and Experience

Certificate IV in Business, Administration, Health and Safety, Human Resources or relevant experience leading a large team.

Interpersonal Skills

- Strong administrative support skills with the ability to prepare reports and presentations in a succinct way.
- Commitment to providing customer service excellence.
- Ability to develop and maintain effective working relationships with stakeholders.
- Gain cooperation and assistance from staff members.
- Ability to represent the organisations interests in an external forum.

Key Relationships:

This position will liaise with key external and internal stakeholders. This includes school communities, internal departments, Department of Transport, Victoria Police, school crossing related groups and other relevant organisations.

Management Skills

- Ability to manage own time, set priorities and plan and organise one's own work and that of other employees in the team to achieve the set objectives of the team in the most efficient way possible within the resources available and within a set timeframe.
- Understanding of and ability to implement People and Culture and Health & Safety policies and practices relevant to the role.
- Support the recruitment, leadership, training and development of staff.
- Friendly, enthusiastic and professional approach.

Application Requirements

- Satisfactory National Criminal History Check.
- Working with Children Check.
- A valid Victorian driver's licence.

Key Selection Criteria

1. Relevant qualifications and/or experience leading a large team.
2. Sound knowledge and understanding of Occupational Health & Safety issues.
3. Demonstrated experience in implementing relevant initiatives and developing relevant procedures and processes.
4. Demonstrated ability to lead and manage a large and diverse team effectively.
5. Ability to engage and respond to a diverse range of stakeholders.
6. Demonstrated well developed communication skills, both verbally and written.

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.	✓	Performed Rarely	
Hand/Arm Movement Tasks involve use of hand/arms	✓	Performed Sometimes	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.	✓	Performed Sometimes	
Standing Tasks involve standing in an upright position	✓	Performed Often	
Reaching Tasks involve reaching above head, and above and equal to shoulder height	✓	Performed Sometimes	
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects	✓	Performed Often	
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another	✓	Performed Sometimes	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body	✓	Performed Sometimes	
Keyboard Duties Tasks involve sitting at workstation and using computer.	✓	Performed Often	
Satisfactory Vision Standard of vision required equal to that required for driver's licence	✓	Performed Often	

Any other relevant comments:

This position requires in the field and office based work