

Role Description for School Crossing Supervisor

Branch	Road Safety	Division	Customer Services Division	Region:	SEQ North
Location	Maleny State school	Closing date	01 June 2018	Vacancy ref	N/A
Classification	OO2	Salary/Wage	\$29.61 per hour	Contact	Marinus Van Gemeren
Basis of employment	Casual	Total Remuneration	Depends on hours worked	Telephone	54521827

Special Conditions:

- This is a casual position
- Applications will remain current for up to 12 months.
- You may be required to work across a number of school crossing locations within a reasonable distance from each other.
- The recommended applicant will be required to:
 - Disclose any serious disciplinary action taken against them in public sector employment.
 - Possess a Blue Card, or be eligible to submit an application to Commission for Children and Young People and Child Guardian.
 - Pass a health assessment by a Government Medical Officer or other duly qualified medical practitioner
- Under Section 122F of the *Transport Operations (Road Use Management) Act 1995* an applicant for, or a person occupying a School Crossing Supervisor position must give written notice for:-
 - for a charge laid or an offence of which the applicant is convicted before the application is made – with the application; or
 - for a charge laid or an offence of which the applicant is convicted after the application is made but before the application is decided – as soon as practicable after the charge is laid or applicant is convicted; or
 - for a charge laid or an offence of which the crossing supervisor is convicted after becoming a crossing supervisor – as soon as practicable after the charge is laid or the crossing supervisor is convicted.

We are seeking a high performing and innovative School Crossing Supervisor to contribute to our vision: Connecting Queensland – delivering transport for prosperity.

Queensland's Public Service

Our **vision** is to be a government of the 21st century; one government that is connected and working together to deliver smarter, simpler outcomes that are responsive to the needs of Queenslanders now and for the future. We will create opportunities in partnerships that are all about positive outcomes rather than just service delivery and regulation.

Our **goal** is to be the most responsive and respected public service in the nation. We will be more effective, deliver value for money and ultimately achieve better outcomes for Queenslanders. Queensland's public service has five organisational values that will support this goal.

Customers first

Ideas into action

Unleash potential

Be courageous

Empower people

Your opportunity

In the role of School Crossing Supervisor, you will assist pedestrians to cross the road safely and direct vehicles within the crossing environment to ensure the safe operation of approved school crossings.

Accountabilities include:

- Assist children to safely cross roads
- Monitor and report serious incidents at school crossings
- Provide advice to pedestrians on safety rules pertaining to school crossings

- Carry out duties within the parameters of workplace health and safety requirements
- Identify and make recommendations for changes to standard practices
- Display appropriate behaviour in line with the principles in the Department of Transport and Main Roads Code of Conduct.
- This role reports to the Road Safety Officer.

Working at Transport and Main Roads

Transport and Main Roads actively encourages teamwork and innovation. You will work for an organisation which offers a variety of state-wide work opportunities; a safe, healthy and secure workplace; professional development; and flexible work and lifestyle options.

Is this role for you?

The information in this section outlines the basis of assessment of your suitability for the organisation and the role.

Mandatory requirements:

- A current Blue Card or eligible to submit an application to the Commission for Children and Young People and Child Guardian
- Pass a health assessment by a Government Medical Officer or other duly qualified medical practitioner
- Under Section 122F of the *Transport Operations (Road Use Management) Act 1995* an applicant for, or a person occupying a School Crossing Supervisor position must give written notice for:-
 - A charge laid or an offence of which the applicant is convicted before the application is made – with the application; or
 - A charge laid or an offence of which the applicant is convicted after the application is made but before the application is decided – as soon as practicable after the charge is laid or applicant is convicted; or
 - A charge laid or an offence of which the crossing supervisor is convicted after becoming a crossing supervisor – as soon as practicable after the charge is laid or the crossing supervisor is convicted.

TMR's Organisational Capabilities:

- **Teamwork: *Values individual differences and diversity*** – Understands, values and responds to different personal styles. Tries to see things from different perspectives. Treats people with respect and courtesy.
- **Problem Solving and Innovation: *Thinks Strategically*** – Understands the work environment and participates in team goal setting. Demonstrates an awareness of issues that may impact of designated work tasks.

Role Capabilities:

- **Achieves Results: *Takes responsibility for managing work projects to achieve results*** – Sees tasks through to completion. Works within agreed priorities, and works independently on routine tasks. Maintains accurate records. Seeks feedback from supervisor to gauge satisfaction and seeks assistance when required.
- **Displays Personal Drive and Integrity: *Demonstrates public service professionalism and probity*** – Adopts a principled approach and adheres to public service values and Code of Conduct. Acts professionally at all times and operates within the boundaries of organisational processes and legal and public policy constraints.
- **Communicates with Influence: *Communicates clearly*** – Communicates messages clearly and concisely. Focuses on key points and uses appropriate language.

Your application

Please provide the following information to the panel to assess your suitability:

- A current comprehensive resume including the names and contact details of two (2) referees, who have a thorough knowledge of your work performance and conduct over the past two years.
- A statement of no more than two (2) pages, detailing how your capabilities, knowledge and experience are relevant for this role. Your statement should separately address each of the TMR organisational and role/occupational capabilities listed under "Is this role for you?" Statements in excess of two (2) pages will not be considered by the selection panel.

Please note – Applications must meet both of the above requirements to be assessed for suitability.

Submit your application:

- Send your completed application to:
The Principal
Maleny State School
Bunya Street
Maleny Qld 4552

Additional information

- For more details about our organisation visit our website www.tmr.qld.gov.au/About-us.
- Employees may be required to work in any other location as determined by business needs.
- You may be requested to undergo employment screening (for example a criminal history check) as part of our selection process.
- For more information about the role, its priorities and the organisational context please refer to the contact listed at the top of the role description.
- To be eligible for permanent appointment to the Queensland Public Service applicants must provide proof of Australian citizenship or permanent residency. To be eligible for temporary appointment applicants must provide proof that they can legally work in Australia.
- In accordance with Section 52(3) of the *Public Service Act 2008* and Section 687(3) of the *Industrial Relations Act 1999* and Public Service Commission Directive Early Retirement, Redundancy and Retrenchment, financial penalties apply for severance benefit recipients who are re-employed by a Queensland Government entity, for greater than twenty days, within the period covered by the severance benefit.
- Voluntary Separation Program (VSP) recipients are not eligible for re-employment by a Queensland Government entity for a period of three years from the date of termination in accordance with the VSP Deed. Applicants who have been paid an early retirement, redundancy, retrenchment, severance benefit or VSP payment from a Queensland Government entity within the applicable periods are required to indicate this in the application form.
- In accordance with the Public Service Commission Directive Voluntary Medical Retirement, financial penalties apply for severance benefit recipients who are re-employed by a Queensland Government entity, for greater than twenty days, within the period covered by the severance benefit.
- Probationary periods apply to successful applicants external to the public sector.
- A non-smoking policy is effective in Queensland Government buildings, offices and motor vehicles.
- All role description and selection processes are required to be aligned with Queensland Government Capability and Leadership Framework (CLF). For more information about the CLF, visit www.psc.qld.gov.au