

# Department of State Growth

## Statement of Duties

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<b>Position Title:</b>	School Crossing Patrol Officer (SCPO)
<b>Position number:</b>	Various
<b>Award/Agreement:</b>	<i>Tasmanian State Service Award</i>
<b>Classification level:</b>	General Stream Band 1
<b>Division/branch/section:</b>	Road User Services / Road Safety
<b>Location:</b>	State-wide
<b>Employment status:</b>	Fixed-term / Casual
<b>Supervisor:</b>	School Crossing Patrol Officer Co-ordinator

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### Department's Role

The Department of State Growth works to grow our economy and provide opportunities for all Tasmanians. We provide support and strategy advice in relation to key economic drivers including energy, industry sectors, resources, regulation and infrastructure. We support the delivery of a range of public services and have a strong focus on investment attraction and the development of innovative strategies that drive state growth.

The [Department's website \(http://www.stategrowth.tas.gov.au/\)](http://www.stategrowth.tas.gov.au/) provides more information.

### Position Objective

To assist school children and other pedestrians to cross roads near schools in locations where provision of a School Crossing Patrol Officer is warranted under Departmental guidelines.

### Major Duties

- Responsible for the safe conduct of school children and others at pre-selected crossing points.
- Responsible for requiring drivers of vehicles to stop on a road where the School Crossing Patrol Officer is engaged in the duties of protecting children and others crossing to and from a school.
- Provide advice to the School Principal when children are crossing the road other than at the selected location, or are not observing instructions, so that corrective measures may be taken.

### Scope of Work: (Responsibility, Decision-Making and Direction Received)

Responsible to the appointed Coordinator, School Crossing Patrol Officers for the duties associated with the safe conduct of school children and others at pre-selected crossing points. Operates with general supervision within the Road Safety Branch operating guidelines.

## **Selection Criteria (Knowledge and Skills):**

The Department of State Growth insists on a collaborative and consultative approach, especially involving integrity, respect and openness in dealing with others and believes teamwork, effective communication and professionalism are essential in achieving higher quality outcomes.

1. Knowledge of pedestrian and traffic situations.
2. Experience and proven ability in controlling children.
3. Proficient communication and interpersonal skills.
4. Ability to follow set procedures in relation to the position.

## **Position Requirements**

### ***Pre-employment***

The Head of the State Service has determined that the person nominated for this role is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted.

- *Medical Examination covering general health, medical history, vision and hearing; and*
- *Conviction checks for: Crimes of violence, Sex related offences, Serious drug offences, Serious Driving Offences.*

### ***Essential***

**Working with Children Registration.** The Department of State Growth has determined that this role is identified as undertaking child related regulated activities in-line with the definitions of the Registration to Work with Vulnerable People Act 2013, and as such any occupant of this role will require a current Working with Children Registration. To register you will need to follow the links and information at [http://www.justice.tas.gov.au/working\\_with\\_children/who\\_needs\\_registration](http://www.justice.tas.gov.au/working_with_children/who_needs_registration)

As this registration is an essential requirement of this role it must remain current and valid at all times whilst employed in the role. The status of the registration may be checked at any time during employment. It is the employee's responsibility to ensure that the registration remains current and to advise the employer if their circumstances change. This includes notifying the employer of any new criminal convictions or if a registration is revoked, cancelled or conditions altered.

### ***Desirable***

- *Current Driver's Licence*
- *Possession of a First Aid Certificate.*

## **Work Environment**

The Department of State Growth is a values based organisation and we aim to attract, recruit and retain people who will uphold our values and are committed to building the culture we aspire to.

We are also committed to high standards of performance in relation to Workplace Health and Safety and Diversity Management. All employees are expected to participate in maintaining safe working conditions and practise, promote and uphold the principle of fair and equitable access to employment/promotion, personal development, training and the elimination of workplace harassment and discrimination.

The expected behaviours and performance of the Department's employees and managers are governed by the *State Service Act 2000* through the State Service Principles and Code of Conduct. These can be located at [State Service Management Office \(www.dpac.tas.gov.au/divisions/ssmo\)](http://www.dpac.tas.gov.au/divisions/ssmo)

The Department is a smoke-free environment.

Intrastate travel may be required.

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