

SOUTHERN GRAMPIANS SHIRE COUNCIL POSITION DESCRIPTION

Position Details

Title:	Health and Fitness Officer
Classification:	Band 3
Position Number:	190.1
Business Unit:	Leisure Services
Reports to:	Senior Customer Relations Officer

Position Summary:

The Health and Fitness Officer contributes to the operation of the Hamilton Indoor Leisure and Aquatic Centre (HILAC) gymnasium and group exercise program. The position provides a high level of customer service and support in the provision of gym programs, personal training, group exercise classes and general gym assistance.

Key Responsibilities:

- Ensure gym and group exercise users behave appropriately and do not endanger or offend other patrons;
- Carry out preventative actions and assistance, and initiate other emergency action as required;
- Give first aid to any person on the premises in the event of an injury or illness;
- Possess a sound knowledge of emergency procedures, and be able to implement actions in the emergency response guide;
- Carry out minor cleaning and maintenance such as equipment sanitisation, emptying bins, floor cleaning, etc;
- Prepare gym programs for members in line with member requirements and abilities;
- Monitor user access and entry to ensure appropriate usage;
- Ensure Council's Risk Management Policy and procedures are observed and complied with at a personal level:
 - taking all reasonable steps to reduce risks identified in risk audits and any other relevant studies;
 - demonstrating a commitment to risk management principles and practices, and to maintaining a safe environment for staff and the community.
- Responsible for ensuring the security of Council's assets under the Officer's control;

- Ability to work in other areas of the centre where appropriate qualifications are held;
- Provide personal training for individual or group sessions;
- Conduct group exercise classes.

Extent of Authority

- Commit to and adhere with Council's Child Safe Requirements;
- Works under general supervision;
- Accountable for quality, quantity and timeliness of own work;
- Accountable for ensuring the safety of patrons;
- Accountable for ensuring the security of the facility;
- Accountable for implementing Emergency Procedures if and when required;
- Responsible for the cleaning of the facility in accordance with Quality Assurance procedures;
- Responsible for the equitable allocation of gym space for users;
- Contribute to the development of organisational procedures and systems as they relate to health and fitness activities.

Judgement and Decision Making

- The incumbent is expected to use his/her discretion and to make decisions of a routine nature;
- Decision making will be dictated by predetermined policy and procedures.

Specialist Skills and Knowledge

- Level 2 First Aid Certificate;
- Demonstrated experience at a health and fitness facility;
- Certificate III in Fitness or greater is desired;
- Group exercise qualifications.

Management Skills

- Skills in managing time, setting priorities and planning work within a timetable;
- Ability to manage patrons, observing Occupational Health and Safety and Risk Management protocols at all times;
- Ability to weigh up options and make logical decisions;
- Ability to coordinate the use of the facility by different user groups;
- Ability to supervise the day-to-day operations of the gym;
- Will comply with systems and policies to ensure a safe work environment by:

- Taking reasonable care for his or her own health and safety and the health and safety of others within the workplace and co-operate with Council with respect to any action taken to comply with a requirement of the OHS Act
- Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare.
- Contribute to OHS consultation processes.
- Prompt reporting of hazards and incidents.

Inter-personal skills

- Ability to communicate effectively with diverse groups such as schools, community / user groups, and members of the public;
- The ability to work both independently and as part of a team.

Compliance with Legislation and Policies

Adhere to all current relevant codes of conduct and legislative requirements including:

- Southern Grampians Shire Council Policies and Procedures;
 - Southern Grampians Shire Council Staff Code of Conduct;
 - Privacy and Data Protection Act 2014 (Vic);
 - Equal Opportunity Act 2010 (Vic);
 - Occupational Health and Safety Act 2004(Vic); Government/Industry Codes of Conduct;
 - Occupational Health and Safety Regulations 2017
 - The Southern Grampians Shire Council Enterprise Agreement; and
 - The Municipal Emergency Management Plan.
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- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community;
 - Responsible for ensuring the security of Council's assets under the Officer's control;
 - Responsible for ensuring compliance with the requirements of the Occupational Health and Safety Act 2004 (Vic), Council's Health and Safety management programs and for ensuring, as far as practicable, safe working practices for all staff.

Qualifications and Experience

- Demonstrated experience at a health and fitness facility;
- Certificate III in Fitness or greater is desired;
- Group exercise qualifications.
- Level 2 First Aid

Key Selection Criteria

- ✓ Current Victorian Driver Licence if over 18;
- ✓ Current Working with Children Check if over 18;
- ✓ Qualifications in health and fitness disciplines;
- ✓ Desired - previous experience in a gymnasium;
- ✓ Demonstrated verbal communications skills;
- ✓ Demonstrated ability to work in a team environment and deliver on tasks as directed.

Agreement

I, _____ have read and understand the objectives and conditions of the above mentioned role.

Employee: _____

SGSC: _____

Signature: _____

Signature: _____

Date: _____

Date: _____