

# Position Description

Position Details			
<b>Position title</b>	Gym & Fitness Instructor	<b>Position number</b>	PD880
<b>Group</b>	Assets & Operations	<b>Previous position numbers</b>	OS000G
<b>Section</b>	Parks, Aquatics & Recreation	<b>Reports to</b>	Gym & Fitness Supervisor
<b>Area</b>	Aquatic & Leisure Facilities	<b>Evaluated / approved by</b>	I Macfarlane
<b>Team</b>	Gym & Fitness	<b>Version number</b>	May 2022
<b>Position level code</b>	6 (Line-level employee)		
<b>Position statement</b>	Contribute to the effective operation of BVSC Gym & Fitness facilities and programs.		

Position Specific Tasks and Activities		
Key area	Duties and responsibilities	Standards for achievement
Gym & Fitness Operations	<ul style="list-style-type: none"> <li>Prepare and instruct pre-choreographed or free-style fitness classes.</li> <li>Oversee clients and demonstrate use of equipment and exercise techniques.</li> <li>Develop and supervise exercise programs suitable to a range of clientele and medical conditions.</li> <li>Clean and maintain gym &amp; fitness facilities and equipment.</li> <li>Complete organisational documentation and client records related to the function.</li> </ul>	<ul style="list-style-type: none"> <li>Deliver safe and engaging classes within scope of training, skills and experience.</li> <li>Compliance with Fitness industry and BVSC health and safety guidelines, policies and procedures.</li> <li>Undertake only those tasks for which current competencies and experience are held.</li> <li>Facilities and equipment are clean, maintained, fit for purpose and appropriately stored when not in use.</li> <li>Documentation and records are accurate, processed in a timely manner, and stored/filed correctly</li> </ul>
Marketing and promotion.	<ul style="list-style-type: none"> <li>Engage with the community and stakeholders to promote the Centre and its programs.</li> <li>Liaise with the Gym &amp; Fitness Supervisor to implement strategies to increase the membership base in group fitness classes.</li> </ul>	<ul style="list-style-type: none"> <li>Community engagement strategies are effective and conducted in a consultative and enthusiastic manner.</li> <li>Numbers of clients is sustainable.</li> </ul>

## General Position Requirements

Key area	Expected Behaviours
Leadership and management	<ul style="list-style-type: none"> <li>You use influencing skills to achieve job and project outcomes where you do not have direct accountability for people or resources.</li> </ul>
Risk management, Work Health and Safety	<ul style="list-style-type: none"> <li>You work according to the BVSC procedures and principles for risk management (including WHS) appropriate to your position, as prescribed in our organisational procedures and according to legislative and regulatory requirements.</li> </ul>
Equal employment opportunity	<ul style="list-style-type: none"> <li>You work according to the BVSC procedures and principles of a positive and inclusive workplace environment, as prescribed in our organisational procedures and according to legislative and regulatory requirements.</li> </ul>
Financial management	<ul style="list-style-type: none"> <li>When required to purchase and procure supplies you use the correct organisational processes and procedures.</li> </ul>

## Our Values Commitment: PLaCE

### We are committed to and believe

People matter Learning is important And we Can do Engaging the whole organisation	We care for our people and each other We learn and innovate  We have a can-do approach and focus on solutions and outcomes We engage and communicate clearly and consistently
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## Behavioural Competencies

Value Description	Expected Behaviours
People matter	<ul style="list-style-type: none"> <li>You conduct yourself in the workplace according to our PLaCE values.</li> <li>You show respect for all employees, acknowledging the importance of diversity in the workplace.</li> <li>You work safely and support your colleagues to also work safely.</li> <li>You work well with people who have different ideas, perspectives and backgrounds.</li> </ul>
Learning is important	<ul style="list-style-type: none"> <li>You attend all mandatory training and learning events.</li> <li>You seek to learn from your colleagues including looking for mentoring opportunities.</li> <li>You review your own performance and ask for feedback to learn and improve.</li> <li>You look for and suggest better ways of doing things in the workplace.</li> <li>You actively participate in team meetings.</li> </ul>
Can do	<ul style="list-style-type: none"> <li>You take pride in your own work and that of your team members.</li> <li>You understand who your stakeholders are and why they matter.</li> <li>You are willing to go the extra mile for stakeholders and act upon their feedback.</li> </ul>
Engaging the whole organisation is important	<ul style="list-style-type: none"> <li>You understand our organisation's goals and how your job fits into the wider Council picture.</li> <li>You always speak in positive terms when referring to your area, other teams and our organisation. (Your behaviour remains 'above the line'.)</li> </ul>

## Knowledge, Skills and Qualifications

### Selection criteria – skills and experience

- Work in a manner consistent with BVSC organisational values and associated behaviours.
- Demonstrated ability to conduct choreographed or freestyle group fitness classes.
- Demonstrated ability to work in both a team and individual minimally supervised environment.
- Sound understanding of legislation, regulations, and guidelines in relation to gym supervision, conducting fitness classes, exercise prescription, programming and instruction.
- Hold an appropriate level of physical fitness to carry out the duties required.
- 12 months experience working in a similar role in the fitness industry (indicative).
- Additional skills, knowledge and qualifications that may be applicable to this position, such as Certificate IV in Fitness (SIS40215) or other specialist training or work experience.

### Selection criteria – qualifications and licences

- Certificate III in Fitness (SIS30315) (or equivalent)
- Current Fitness Industry Registration
- Additional Fitness Class Certifications including (but not limited to):
  - MOSSA/Les Mills
  - Aqua Aerobics
  - Pilates/ Yoga
- HLTAID003 – Provide first aid (*Unit of Competency*)
- NSW Working with Children Check.

## Conditions of Employment

<b>Status</b>	Casual	<b>Hours per weeks</b>	Variable
<b>Award classification</b>	Band: 2	Level: 1	<b>Award</b>
<b>BVSC grade</b>	4		
<b>Pattern of work</b>	Variable		
<b>Special requirements</b>	<input checked="" type="checkbox"/> Weekend Work <input checked="" type="checkbox"/> Evening Work <input type="checkbox"/> Public Holiday Work <input type="checkbox"/> Participation in on call roster <input checked="" type="checkbox"/> Other: May require evening or weekend work to suit advertised gym supervision and fitness program hours.		

## Delegations

<b>Staff</b>	Number of direct report positions: 0	Staff span of control: 0
<b>Budgetary</b>	\$Nil	
<b>Purchasing</b>	Purchase Card Entitlement <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    Purchase card limit: \$N/A	
<b>Statutory</b>	As per BVSC Register of Delegations	
<b>Security</b>	Nil	

## Benefits

<b>Motor vehicle</b>	Not applicable		
<b>Information technology</b>	<input type="checkbox"/> Workstation PC <input checked="" type="checkbox"/> Laptop <input type="checkbox"/> Tablet <input type="checkbox"/> Tablet <input type="checkbox"/> Camera <input type="checkbox"/> Other: <a href="#">Click here to enter text.</a>		
<b>Telecommunications</b>	<input checked="" type="checkbox"/> Desk Phone <input type="checkbox"/> Mobile Phone <input type="checkbox"/> Wi-Fi Dongle <input checked="" type="checkbox"/> Other: BVSC email address		
<b>Workwear</b>	<input type="checkbox"/> Corporate uniform <input type="checkbox"/> Outdoor uniform <input type="checkbox"/> Not applicable <input checked="" type="checkbox"/> Personal Protective Equipment: Gym and Leisure uniform		

## Model Job Demands Checklist

Please ensure this checklist should be completed in conjunction with People and Governance Team.

**Job title:** Gym & Fitness Instructor

**PD Number(s)** PD880

**Completed by** Name: Nicholas Hoynes

**Date:** 25/05/2022

Administration		Notes
Computer Use (including hand held tablet) <i>generic screen based</i>	Yes	
Sitting at desk	Yes	Completing exercise programs
Standing for long periods <i>if yes, please indicate length in hours</i>	Yes	Instructing fitness classes, gym floor supervision and exercise instruction
Manual Handling		Notes
Light lifting/Carrying (0-9kg)	Yes	
Moderate Lifting/Carrying (10-15kg)	Yes	
Heavy Lifting/Carrying (16kg and above)	Yes	Moving weights equipment (weight plates, kettlebells, medicine balls, barbells, dumbbells), moving exercise benches
Climbing	Yes	In and out of the swimming pool.
Bending	Yes	
Kneeling/Squatting	Yes	
Reaching	Yes	
Sequential/Repetitive movements in short period of time <i>is the ability to carry out a repetitive action doing the same thing over and over again</i>	Yes	Instructing fitness classes, demonstrating exercise techniques, completing cleaning/maintenance duties
Manual dexterity/manipulation <i>is the ability to make coordinated hand and finger movements to grasp and manipulate objects. It can include muscular, skeletal and neurological functions to produce small, precise movements</i>	Yes	Instructing fitness classes, demonstrating exercise techniques, completing cleaning/maintenance duties

Work Environment		Notes
Works in isolation from other staff <i>remote supervision</i>	No	
Walking <i>including distance eg job sites</i>	Yes	
Walking/running up and down steep slopes	Yes	
Walking whilst pushing/pulling object	Yes	Move swim equipment, trolleys & platforms
Works outdoors <i>majority of work is outdoors</i>	Minimal Likelihood	<i>Note - If yes, a functional assessment may form part of the pre-employment medical</i>
Works in a customer service environment	Yes	
Confined spaces	No	<i>Note - If yes, this must also form part of position description</i>
Requirement to wear personal protective equipment (ppe)	Minimal Likelihood	Sun protection when working outdoors
Working at heights <i>if yes this must also form part of position description</i>	No	
Task Involving		Notes
Exposure to chemicals <i>fuels, chlorine, insecticides</i>	Minimal Likelihood	Cleaning products
Exposure to biological hazards <i>animal products, live animals, biohazard</i>	Minimal Likelihood	Cleaning duties
Exposure to excessive noise <i>work related exposure level of 85 decibels over an eight-hour period or peak noise levels of greater than 140 decibels at any time during the day</i>	Minimal Likelihood	<i>Note - If yes, a baseline hearing test may form part of the pre-employment medical</i>
Exposure to airborne odours and particles <i>means a contaminant in the form of a fume, mist, gas, vapour or dust</i>	Minimal Likelihood	<i>Note - If yes, a baseline spirometry test may form part of the pre-employment medical. There is an exposure standard in the Safe Work Australia's "Workplace Exposure Standards for Airborne Contaminants"</i>
Exposure to sunlight <i>work related exposure to UV radiation for more than 20 mins at a time or two hours or more during the day between the hours 10am to 3 pm</i>	Minimal Likelihood	<i>Note - If yes, a baseline skin screening test may form part of the pre-employment medical</i>
Exposure to some infectious diseases	Minimal Likelihood	<i>Note - Please see Immunisation Procedure 6.05.3 and Immunisation section of the model job demands checklist</i>
Vision		Notes
Vision <i>Ability to identify safety critical colours</i>	Minimal Likelihood	Identify gym safety signage

Vehicle/Plant/Equipment		Notes
Vehicle Travel <i>travel to/from job site, this could include sitting for periods of time in a vehicle</i>	No	<i>Note- This could include sitting for periods of time in a vehicle and/or operating plant/equipment</i>
Plant/Equipment and or vehicle operation	No	<i>Note- This could include sitting for periods of time in a vehicle and/or operating plant/equipment</i>
Cyclic Workload		Notes
Peaks and Troughs	Yes	
Frequent overtime	No	
Rostered shift work	Yes	
Psychological Demands		Notes
High turnover of work	No	
Tasks involving interacting with distressed people	Minimal Likelihood	
Immunisations		Notes
COVID-19	Yes	<i>Note - Recommended that incumbent has received two doses of a COVID-19 vaccination due to nature of role and the need to provide services to members of the public.</i>
Hepatitis A & B	Minimal Likelihood	<i>Note - Please refer to immunisation procedure 6.05.3</i>
Measles, Mumps, Rubella, Pertussis and Varicella	Minimal Likelihood	<i>Note - Please refer to immunisation procedure 6.05.3</i>
Tetanus	Minimal Likelihood	<i>Note - Please refer to immunisation procedure 6.05.3</i>

### Privacy Disclaimer

Council acknowledges the implications when an individual discloses (or does not disclose) his or her medical record to a third party; therefore, will only request such information for reasons relating Workplace Health and Safety. Additionally - Council will clearly articulate the specific reasons for any medical information required, enabling all relevant parties to make an informed decision regarding the release of confidential information. All records obtained by Council in association with this consent form will be managed according to the *Privacy and Personal Information Protection (PPIP) Act 1998*, the *Health Records and Information Privacy Act 2002*, as well as Council's Records Management Policy and Privacy Management Plan.