

# POSITION DESCRIPTION: GROUP FITNESS INSTRUCTORS



## ROLE PURPOSE

To provide high quality, engaging group fitness class to assist members achieve their goals and maintain their loyalty and enjoyment of the Centre.

## ROLE OVERVIEW

<b>EA and Classification:</b>	The Hobart Aquatic Centre Agreement 2006 THAC Level 2
<b>Position Description Number:</b>	5525
<b>Number of direct reports:</b>	0
<b>Responsible for total staff:</b>	0
<b>Delegations and Authority:</b>	Nil
<b>Budget level:</b>	Nil
<b>Division, Unit, Team:</b>	City Life Division, DKHAC Unit
<b>Immediate Manager:</b>	Senior Gym Instructor – Group Fitness and Gym (9653)



### Proud of our capital city role

We rise to the call of being the island state capital. We are city shapers, amplifying our industry, commerce and small business communities by attracting investment and services to support them.



### Focused on thriving

We are future proofed, not only doing our work well, but pursuing the work that makes a difference for our community.

## POSITION DESCRIPTION: GROUP FITNESS INSTRUCTORS



### ROLE ACCOUNTABILITIES – KEY RESULT AREAS

#### Strategic

- Nil

#### Corporate

- Nil



#### **Community-centred**

It is easy for all of our community to work with us and they are central in how we design and do our work.



#### **Grounded in active governance + civic involvement.**

We fulfil our legislative and civic responsibilities with transparency, accountability and fairness and we are equipped to do that well.

# POSITION DESCRIPTION:

## GROUP FITNESS INSTRUCTORS



### Unit

- Deliver effective and engaging group fitness classes to a range of Centre users.
- Ensure participant safety by continuously monitoring classes and suggesting modifications to activities as required.
- Provide customer support as an initial point of contact for group fitness class enquiries.
- Contribute as a member of the health and fitness staff and advice on emerging industry issues along with ensuring that Centre specific feedback is communicated appropriately.
- Implement the Centre's emergency management plan in the event of any relevant incidents or events.
- To perform duties as a group exercise instructor ensuring leadership by example is maintained at a high standard.
- To provide guidance, direction and leadership to ensure a high standard of hygiene, safety and enjoyment for members and guests.

### Leadership

- Nil

### Professional Advice

- Nil



### Creative + impactful

We deliver value for money and work creatively to ensure positive outcomes for all our stakeholders.



### Leading from the heart

We acknowledge everyone is a leader. We are all accountable for building a positive, safe and caring culture for our organisation and the people in it.

# POSITION DESCRIPTION:

## GROUP FITNESS INSTRUCTORS



### QUALIFICATIONS, LICENCES AND COMPETENCIES

#### Essential:

- Certificate III in Fitness – group, Les Mills Program Certification, Pilates, Yoga, Other specialised programs or combinations of all.
- Current HLTAID003 - Provide First Aid
- HLTID001 - Provide Cardiopulmonary Resuscitation certification
- Current Drivers Licence
- Registration to Work with Vulnerable People

#### Desirable:

- Nil

### SELECTION CRITERIA

#### Knowledge and experience:

- Qualifications in Group Fitness which may include Certificate III in Fitness – Group, Les Mills Program Certification, Pilates, Yoga, other specialised programs or combinations of the above.
- Proven experience in the delivery of quality fitness programs to participants of all ages and fitness levels along with experience in assessment of clients to gauge fitness levels and align effective exercise programs on an ongoing basis.

#### Skills and Competencies:

- Effective communication skills to liaise with participants engaging in activities within the gymnasium.
- Proven ability to operate within Work Health and Safety principles.
- Ability to manage time and own workload in a customer focus environment.
- Relevant level of health and fitness applicable to the role.

#### Behavioural competencies:

- Actively demonstrates the expected behaviours described in the Behavioural Competency Framework.



#### Integrated + Collaborative

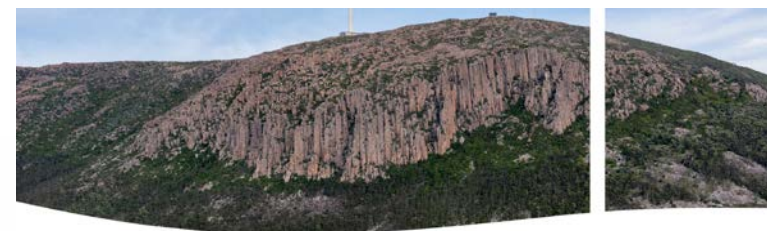
Making whole-of-organisation decisions is easy and we work as one team to successfully deliver for the community.



#### Scalable + Adaptable

We care for both our natural and built assets. We respond to our growing city and ongoing changes in our community and their expectations.

# POSITION DESCRIPTION: GROUP FITNESS INSTRUCTORS



## Behavioural Competency Framework

### COMPETENCY

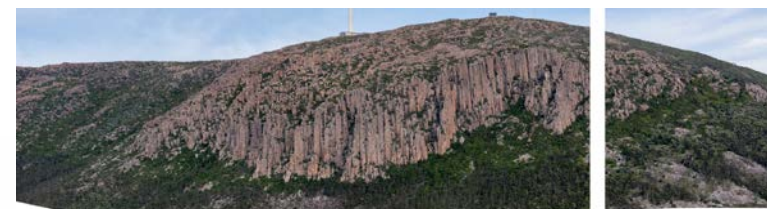
### DESCRIPTION

Our values:

<b>People</b>	Care about people – our community, customers and colleagues.	<ul style="list-style-type: none"> <li>• Considers people in all things we do.</li> <li>• Values individual differences and diversity.</li> <li>• Guides, mentors and develops people.</li> <li>• Tailors communication to specific audiences.</li> <li>• Actively listens to others and encourages feedback.</li> <li>• Communicate with others respectfully.</li> </ul>
<b>Teamwork</b>	We collaborate both within the organisation and with external stakeholders drawing on skills and expertise for the benefit of our community.	<ul style="list-style-type: none"> <li>• Supports equal and fair treatment for all.</li> <li>• Is seen as a team player and finds common ground in a respectful way.</li> <li>• Seeks and provides feedback to improve working relationships.</li> <li>• Actively looks for opportunities to share knowledge and utilise strengths.</li> <li>• Works cooperatively to achieve shared objectives.</li> <li>• Recognises others for their contributions and accomplishments.</li> <li>• Gains and demonstrates trust and support for others through actions.</li> </ul>
<b>Focus and Direction</b>	Have clear goals and plans to achieve sustainable social, environmental and economic outcomes for the Hobart community.	<ul style="list-style-type: none"> <li>• Has a clear and specific understanding of what needs to be achieved.</li> <li>• Actively participates in planning and provides feedback.</li> <li>• Considers sustainable options.</li> </ul>
<b>Creativity and Innovation</b>	Embrace new approaches and continuously improve to achieve better outcomes for our community.	<ul style="list-style-type: none"> <li>• Agile and continually looks for opportunities for Lean improvements.</li> <li>• Stimulate passion and excitement to overcome problems.</li> <li>• Follows ideas through to action, reflects and always seeks to do better.</li> <li>• Demonstrates diverse thinking and embraces change.</li> <li>• Encourages peers to do the same.</li> </ul>
<b>Accountability</b>	Transparent in all our dealings, work to high ethical and professional standards and are accountable for delivering outcomes for our community.	<ul style="list-style-type: none"> <li>• Follows through on commitments and encourages others do the same.</li> <li>• Takes personal responsibility for own timely and quality activities.</li> <li>• Designs feedback into work processes.</li> <li>• Provides exceptional service to stakeholders and customers.</li> </ul>



# POSITION DESCRIPTION: GROUP FITNESS INSTRUCTORS



## Operational:

<b>Safe working practices</b>	Maintain a safe working environment.	<ul style="list-style-type: none"> <li>• Works safely and looks out for others.</li> <li>• Drives responsibly and considers other road users.</li> </ul>
<b>Policies and procedures</b>	Comply at all times with policy and protocol requirements.	<ul style="list-style-type: none"> <li>• Actively demonstrates compliance with the City's corporate policies.</li> <li>• Provides support to others</li> <li>• Offers feedback on improvements or better practice.</li> </ul>
<b>Legislative framework</b>	Works within legislative framework.	<ul style="list-style-type: none"> <li>• Takes responsibility for their own learning of the legislative environment in which they work.</li> <li>• Seeks guidance and clarification of any uncertainties before acting.</li> <li>• Works within any delegations and authorities.</li> </ul>
<b>Risk management</b>	Take a risk management approach.	<ul style="list-style-type: none"> <li>• Actively adopts a proactive risk management approach.</li> <li>• Fosters an environment where managing risk is accepted as the personal responsibility of each employee and encourages others to do the same.</li> </ul>
<b>Judgement</b>	Identifies and acts on issues and develops quality solutions, setting high standards of decision making.	<ul style="list-style-type: none"> <li>• Always role models our values.</li> <li>• Demonstrates rigor to make effective and quality decisions.</li> <li>• Stands up and acts when issues arise with a sound and level-headed approach.</li> <li>• Keeps informed of activities and evolutions in the broader business.</li> </ul>

## POSITION DESCRIPTION: GROUP FITNESS INSTRUCTORS



### PRE-EMPLOYMENT CHECKS

- National Police check
- Pre-employment Medical Assessment – Low Risk
- Evidence of vaccination against COVID-19 or hold an approved exemption from the City

### NOTES

- Regular checks of the validity and status of essential licences and registrations are undertaken during the term of employment.
- The employee is responsible for notifying any new criminal convictions during the course of their employment.
- *The Registration to Work with Vulnerable People Act 2013* requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the *Registration to Work with Vulnerable People Regulations 2014*.