

Position Title	Group Fitness Instructor
Department	Community Services
Unit	Leisure & Aquatic Services
Team	Leisure & Wellness
Supervises	Nil
Reports To	Coordinator Leisure & Wellness Programs
Grade Range	D
Date Prepared	30/07/2020
Date Last Updated	30/10/2020

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

Primary purpose of position

The Group Fitness Instructor is responsible for providing high quality fitness and/or aqua aerobics classes that empower and inspire our community to lead happier, healthier lifestyles.

Our focus is our customers and the Group Fitness Instructor plays a key role in our vision to personalise the health and fitness journey for the Community of Canterbury Bankstown. It is also the responsibility of the Group Fitness Instructor to assist with the supervision, advice and control of Council's fitness programs in accordance with Council's policies, the requirements of the public and industry standards.

Accountabilities

- Be passionate and deliver exceptional and unique Group Fitness and Aqua Aerobics classes in line with Council's policies, procedures, industry standards and Council's Leisure & Aquatics Customer Service Charter.
- Maintain a healthy Client base, in line with session targets.
- Engage with Member's on the Gym floor to enhance their Gym experience
- Nurture relationships with Client's and Members.
- Ensure programs are current, inclusive and delivered in a manner and within conditions that are safe for customer participation.
- Communicate with class participants and provide information on the programs and activities held within the centre.
- Make ready all equipment prior to the commencement of class and store away in the appropriate areas on conclusion. Ensure that equipment is checked and kept clean after each class.
- Ensure appropriate documentation and record keeping including pre-exercise questionnaires.
- Ensure that essential qualifications are current and regularly updated.
- Report and hazards, incidents safety issues and/or other concerns to the Team Leader immediately.
- Any other duties within skills, competence and training as required by the Leisure and Aquatics Leadership Team

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Council Officer

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Adept
	Display Resilience	Intermediate
	Act with Integrity	Adept
	Safety and Accountability	Intermediate
 Relationships	Communicate and Engage	Intermediate
	Customer and Community Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Innovate and Improve	Intermediate
	Deliver Results	Intermediate
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate
 People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Safety and Accountability	Intermediate	<ul style="list-style-type: none"> Follows through reliably and openly takes responsibility for own actions Understands delegations and acts within authority level Is vigilant about the use of safe work practices by self and others Is alert to risks in the workplace and raises them to the appropriate level
Relationships		
Customer and Community Focus	Adept	<ul style="list-style-type: none"> Demonstrates a sound understanding of the interests and needs of customers and the community Takes responsibility for delivering quality customer- focused services Listens to customer and community needs and ensures responsiveness Builds relationships with customers and identifies improvements to services Finds opportunities to work with internal and external stakeholders to implement improvements to customer services
Results		
Deliver Results	Intermediate	<ul style="list-style-type: none"> Takes the initiative to progress own and teamwork tasks Contributes to the allocation of responsibilities and resources to achieve team/project goals Consistently delivers high quality work with minimal supervision Consistently delivers key work outputs on time and on budget
Resources		
Assets and Tools	Intermediate	<ul style="list-style-type: none"> Uses a variety of work tools and resources to enhance work products and expand own skill

- Ensures others understand their obligations to use and maintain work tools and equipment appropriately
- Contributes to the allocation of work tools and resources to optimise team outcomes

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the General Manager.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council's WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council's Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Certificate IV Fitness
- Certificate III Fitness (Aqua for those teaching Aqua Aerobics)
- Current Senior First Aid Certificate
- Current CPR Certificate
- Working with Children Check
- Fitness Australia Registraton

Essential Experience

- Demonstrated experience in managing high quality customer experience
- Demonstrated ability to manage and lead a team
- Demonstrated experience in managing pool supervision plans, plant & equipment operations and water quality in line with industry regulations
- Previous experience in working within a Leisure and Aquatic Centre/Fitness Centre environment
- A strong commitment to providing excellent Customer service
- Experience in developing group fitness and/or aqua aerobics programs.
- Experience in instructing a variety of group fitness and/or aqua aerobics classes.
- Ability to exercise initiative in the performance of duties and work with limited supervision.

- Knowledge of statutory regulations, codes of practice and legislation pertaining to working within a Leisure and Aquatic Centre.
- A flexible and cooperative approach in relation to working varying hours and sudden changes in work conditions.

Desirable Qualifications and or Experience

- Additional Group Fitness qualifications
- Austswim
- Pool Lifeguard Certificate

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>