



Employment Application Package

Gym Instructor

Position Description

Gym Instructor

Directorate	Corporate Services
Tenure	Casual
Level	EBA Level IN1 – IN3

Shire of Murray staff are expected to embrace the following values, which underpin positive culture and guide strategic and operational decisions.

Our values are **REAL**

Respect

For our Community

Adopt and maintain a customer focus, serve the community with pride and passion, ensure decisions taken help businesses to thrive, protect our environment and improve quality of life.

For our Councillors

Take pride in serving Councillors as the elected representatives of our community; ensure that a sound understanding of the community guides advice to Council.

For our Colleagues

Approach problems with a we over me mentality, collaborate and support each other to achieve organisational goals.

Excellence

Be outcomes-focused and innovate, ensure continual learning and growth, build strong relationships, adopt a can-do attitude, be proactive, participatory and inclusive, listen to understand and empower, close the loop.

Accountable

Care about your work, take pride in what you do, own your mistakes and let your learnings guide you to achieve better results and grow, be open and transparent.

Leadership

Be a steward of our community, your team and the organisation, create a positive working environment, take initiative,

Position Objectives

Provide Leisure Centre patrons with high quality customer service and health and fitness support, by motivating members to achieve goals and attracting new members through innovative and resourceful strategies.

Key Duties/Responsibilities

General

- Delivering quality customer service in all aspects of the member fitness journey by:
 - Providing sound health and fitness advice.
 - Conducting fitness appraisals and developing programmes to suit needs and desired outcomes.
 - Instructing member's in the safe use of gym equipment and correct movement.
 - Maintaining a positive relationship with the member by regularly checking-in and providing flexible solutions to changing needs.
- Assist Coordinator Leisure and Lifestyle with research, development, promotion and implementation of health and wellbeing programmes and initiatives.
- Maintain currency of qualifications.
- Promote services provided by the MALC Fitness team to the general public and at events.
- Responsible for maintaining high standards of cleanliness and hygiene of equipment and facilities within the Gym.
- Ensure gym equipment is well maintained and the Coordinator Leisure and Lifestyle is notified of all repairs and regular maintenance.
- Assist with general enquiries and membership sales.

Organisational

- Embrace and participate in change to better achieve the Shire's goals and objectives.
- Exercise discretion, initiative or seek judgement where practices and direction are not clearly defined.
- Maintain strict confidentiality.
- Actively participate in the ongoing development, compliance and promotion of professional customer service standards.
- Actively embrace and display Shire of Murray values.
- Identify, assess and report strategic, operational and project risks.
- Comply with Council's Code of Conduct ensuring probity and ethical behaviour in all dealings.
- Follow, support and actively contribute to the continual improvement of processes and procedures within the Shire.
- Promote, maintain and improve the working environment and practices to ensure compliance with Industrial Awards, Work Health & Safety, Equal Employment Opportunity legislation and Council's Policies and Procedures.

- Responsibility for the management, guidance and support of Volunteers and Work Experience placements.

Work Health and Safety

- Ensure all staff understand and embrace the importance of safety in the workplace, equal opportunity, behaving appropriately and respecting colleagues.
- Comply with the safety policies and procedures as prescribed by the Council and abide by relevant statutory safety requirements at all times.
- Report all accidents, incidents and hazards.
- Conduct risk assessments and complete job safety analysis prior to the commencement of tasks where relevant.
- Eliminate and control hazards in the workplace using the hierarchy of controls.
- Take reasonable care to ensure your safety at work, and that of others, by complying with safety and health instructions, policies and procedures, including the WHS Act 2020 and WHS Regulations 2022.

Position competencies

Skills

- Excellent communication skills, including verbal, non-verbal and listening.
- Ability to motivate patrons to achieve goals by displaying strong leadership skills.
- Maintain self-motivation to achieve personal and professional targets.
- Capable of motivating and engaging with patrons in a positive manner.
- Proven ability to effectively plan, manage and organise time to ensure well delivered services to internal and external customers.
- Sound administration skills.

Knowledge

- Knowledge of a Leisure Centre environment and operations.
- An understanding of the requirements to maintain the safety and efficiency of gym equipment.
- Knowledge of general health and fitness methodologies.
- Awareness of safety and good working practices.
- Provide updated knowledge in exercise prescription and training techniques.

Experience

- Demonstrated customer service experience.
- Experience in completing appraisals, developing and implementing gym-based programs.
- Previous experience in gym instruction.
- Demonstrated experience in adapting programmes to suit various abilities.

Qualifications

- Certificate III and IV in Fitness or equivalent.
- Living Longer Living Stronger qualification is desirable.
- Provide First Aid Certificate.
- Provide CPR Certificate.
- Working with Children's Check.
- Possession of a current driver's licence.
- Provision of a National Police Clearance not more than three months old is required to support eligibility for this position.
- Attend CEC approved training and workshops to maintain accreditation.

Organisational Relationships

Reporting to	Coordinator Leisure and Lifestyle
Supervision of	Nil
Member of	Leisure and Lifestyle team
Liaison with	Staff, patrons, training agencies, Fitness Australia

Organisational Chart



Work-Related Requirements

Experience and Qualifications

Experience in completing appraisals, developing and implementing gym-based programmes.	Essential
Demonstrated experience in adapting programmes to suit various abilities.	Essential
Proven experience in motivating patrons to achieve goals.	Essential
Certificate III and IV in Health and Fitness.	Essential
Current Provide First Aid qualification.	Essential
Current Working with Children Check.	Essential
Availability to work flexible hours.	Essential

Employment Conditions

Gym Instructor

Salary	An EBA Level IN1 – IN2 \$32.14 - \$36.64 per hour (inclusive of 20% casual loading) will be offered dependent upon skills and experience.
Agreement	Shire of Murray (Administration Staff) Enterprise Bargaining Agreement 2023.
Hours	This is a casual position working as per roster requirements.
National Police Clearance	Provision of a National Police Clearance not more than three months old will be required prior to commencement in this position.
Supporting Documents	Originals of supporting documents must be made available on request (e.g. National Police Clearance, Motor Vehicle Licence/s and Tertiary Qualifications where applicable).
Superannuation	As per the current Superannuation Guarantee, plus additional superannuation based on personal contributions and as per the current Enterprise Bargaining Agreement.
Eligibility Requirements	All applicants must be eligible to work in Australia.
Benefits	Study assistance Health and Wellbeing program Service recognition program
Closing Date	The position will remain open until a suitable pool of candidates is found.

How to apply

These guidelines have been developed to assist you in preparing your application. Candidates who address the below and who, from their applications appear competitive, will be interviewed. This decision will be based on information that you provide in your application which is relevant to the position.

Your application will include the following documentation:

Cover Letter	Prepare a cover letter outlining your expression of interest and suitability for the role.
Resume and References	An up-to-date resume listing your experience and qualifications. Please also include at least two work-related references that may be contacted in support of your application.
Work-Related Requirements	<p>Outline in no more than 3 pages your ability to fulfil the role. Your application package is not required to address each criteria, however sufficient information should be provided, including relevant examples detailing your experience and skills, to demonstrate that you are suitable for the position as listed in the Position Description.</p> <p>You may wish to use the STAR method to assist in writing your application - Situation, Task, Action, and Result.</p> <p>Situation Where and when did you carry out the task or solve the problem, or handle the issue in the workplace?</p> <p>Task What was the specific task, problem or issue you were faced with? Who was involved? What was the nature and complexity of the task? What were the consequences if the task or issue was not handled effectively?</p> <p>Action What positive action did you take that displayed one or more of the core values? This is the section in which you need to be particularly concise, ensuring you describe all the actions you took that led to the success in a particular situation.</p> <p>Result What was the result or achievement reached from the situation described?</p> <p>Remember that you may be competing with many other applicants for this position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge.</p>
Submitting your application	Submit your application to careers@murray.wa.gov.au . If you are unable to access email, applications will be accepted via post addressed to - Chief Executive Officer, PO Box 21, Pinjarra WA 6208.

If you require more information, please contact Human Resources on (08) 9531 7704.




**Shire of
Murray**

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