

APPLICATION PACKAGE

Shire of East Pilbara

Group Fitness Instructor

Job code: #068

Casual Pool | Newman

Jump into this fantastic opportunity!

The progressive Shire of East Pilbara, the largest local Government Authority in Western Australia, servicing the town sites of Newman, Marble Bar, Nullagine and local communities, is offering an exciting opportunity to work for a visionary Chief Executive Officer.

Join the journey to creating the incredible as our **Group Fitness Instructor (Casual)**. In this position you will be responsible for providing high quality customer services through the delivery of group fitness classes and other fitness related activities at the Newman Recreation Centre to live a healthy lifestyle through the delivery of group fitness in a safe manner, adhering to policies and guidelines.

You will have:

- Current accredited Fitness Instructor Certificate III or GEL
- Current Applied First Aid Certificate
- Current Working with Children Check
- Relevant Les Mills Certification or other class certification
- Highly developed Customer Service skills
- Developed communication and interpersonal skills
- Proven self-management, time management and organisational skills
- Ability to safely use a wide range of fitness and gym equipment and the ability to maintain this equipment

Remuneration and Benefits:

- Hourly rate between \$36.35 and \$36.84 (adult rate) inclusive of

25% casual loading – review currently underway

- Eligibility for Long Service Leave
- Use of relevant Fitness Centre facilities and group fitness classes at no cost
- Discount on gym, recreation and aquatic centre memberships

Make this role your own in the heart of the Pilbara where the extraordinary happens. Join a Team working with passion and purpose aimed at proactively achieving the Shire's Vision and Objectives while living its values of **Leadership** with **HEART - Honesty, Excellence, Accountability, Respect and Teamwork**.

To Apply

Please submit a current Resume and Cover Letter addressing the Essential Criteria in up to three pages via our website: <http://www.eastpilbara.wa.gov.au/about-us/employment-opportunities> where the Application Package along with the Position Description can also be downloaded. If you are unable to apply via our website, please submit your application by emailing recruitment@eastpilbara.wa.gov.au.

The Shire of East Pilbara is committed to eliminating all forms of discrimination in the provision of our services. We embrace diversity and strongly encourage applications from Aboriginal and Torres Strait Islander peoples, people from culturally diverse backgrounds and people with disabilities.

Closing date:

4:00pm Tuesday, 27/12/2022.

For enquiries relating to the application or recruitment process, please contact **People and Culture Business Partner** on (08) 9175 8000 or recruitment@eastpilbara.wa.gov.au

For role specific enquiries, please contact **Breanna Shuttleworth – Fitness & Recreation Supervisor** on (08) 9177 8075.

www.eastpilbara.wa.gov.au

Shire of **EAST**
Pilbara
THE HEART OF THE PILBARA

POSITION DESCRIPTION

Shire of East Pilbara

Position Title

Group Fitness
Instructor

Directorate

Community
Services

Reports to

Fitness & Recreation
Supervisor

Position Number

#068

Position Level

LGIA 3

Position Summary

To provide high quality customer service through the delivery of group fitness classes and other fitness related activities at the Newman Recreation Centre. To promote and motivate patrons and stakeholders at the Newman Recreation Centre to live a healthy lifestyle through the delivery of group fitness in a safe manner, adhering to policies and guidelines. Maintain a positive approach when dealing with customers/stakeholders and report any incidents and public feedback.

Position-Level, Principles, Obligations & Accountabilities

The primary outcomes of this position type include:

- Supporting and promoting the “culture” and “values” of the Shire of East Pilbara evidenced through personal commitment, personal behaviour, language and the achievement of results;
- Contributing to employee and customer satisfaction, engagement and excellence;
- Collaboratively participating in teams to deliver projects and outcomes for and on behalf of the Shire;
- Effectively communicating and cooperating with internal and external stakeholders as applicable to maintain positive relationships with the Shire;
- Actively contributing towards the achievement of financial efficiencies and quality of service, as directed;
- Proactively report upon, and mitigate, risks.

Role Accountabilities

- Provide a high level of customer service to all those who visit the group fitness facilities at the Newman Recreation Centre.
- Assist in the promotion and implementation of a range of programmes at the Centre, which meet community needs and maximise the usage of this facility.
- Ensure the effective marketing and promotion of the facility, products, services and responding to request of information.
- Ensure adherence to rosters and to arrange a suitable replacement when required including illness.
- Provide concise and clear instruction on techniques by demonstrating routines to the users of the Newman Recreation Centre.
- Respond to customer enquiries in a timely manner, ensuring all users of group fitness receive up to date information on current programmes and activities operating from the Newman Recreation Centre.
- Assist with the effective use of resources assigned to the Centre in accordance with established processes, guidelines and standards.
- Work effectively within a team environment, in consultation with the Fitness Supervisor.
- Establish effective working relationships with team members and apply sound communication skills to resolve issues.
- To mentor, coach and encourage new group fitness instructors.
- Conduct group fitness classes in accordance



with policies and guidelines.

- Completion of required documentation for all matters relating to group fitness.
- Comply with Public and Occupational Health and Safety requirements and promote safe work practices and environments.
- Report emergency repairs and maintenance in consultation with the Coordinator Recreation Services.
- Assist in the implementation of activities and events that have a health and fitness benefit to participants.
- Implement time management skills to ensure all tasks are prioritised and completed within set time frames.
- Support and promote the Shire's Code and Conduct within the team.
- Attend and contribute to regular Recreation Centre team meetings.
- Undertake projects and other duties as requested, which are in line with the position's responsibilities.

Selection Criteria

(Applicants are required to address ONLY the Essential and Desirable criteria in their written application)

Essential Criteria

(to be considered for this role you must demonstrate the following skills and experience)

- Current accredited Fitness Instructor Certificate III or GEL
- Current Applied First Aid Certificate
- Current Working With Children Check
- Relevant Les Mills Certification or other class certification
- Highly developed customer service skills
- Developed communication and interpersonal skills
- Proven self-management, time management and organisational skills

- Ability to safely use a wide range of fitness and gym equipment and the ability to maintain this equipment

Desirable Criteria

- Experience working in a recreation facility
- Two (2) or more year's recent experience working within the recreation services of a Local Government Authority
- Sound knowledge of OHS legislation
Registered as an AUSREP with the Australian Register of Exercise Professionals

INFORMATION FOR APPLICANTS

Shire of East Pilbara

Employment Considerations

To be considered for a position at the Shire of East Pilbara, applicants must be able to satisfy the following appointment prerequisites by providing:

- Completion of 100-point identification check
- Current National Police Clearance
- Hold the appropriate rights to work in Australia
- Completion of a pre-employment medical

General accountability, Attitude, Behaviour and Conduct

Every person carrying out work for the Shire has a personal accountability for their observable attitudes, behaviour, and conduct. Obligations regarding these are contained in other documents such as:

- The Shire's Code of Conduct;
- Management directives and approved policies and procedures;
- Staff Values and behavioural commitment statements;
- Other lawful and reasonable directions from the employer, and particularly those relating to General Accountabilities of government employees.

Application

Your application should include a covering letter explaining your interest in the position (no more than three pages) and a current resume detailing your qualifications, experience and attributes for the position. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your claim for the 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, experience and qualifications to successfully carry out the duties.

Supporting an Inclusive and Diverse Workforce

The Shire of East Pilbara is an Equal Opportunity employer we recognise that our workforce is strengthened by diversity and actively foster an inclusive workplace.

Medical Examination

Following the interview process, the successful applicant will be required to undergo a medical examination. Full documentation for the requirements of the position will be given to the medical practitioner prior to the examination and the medical examination costs are paid by Council. Existing illness will not necessarily preclude an appointee from the selection process.

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About The Shire Of East Pilbara

For the keen explorer, the Shire of East Pilbara is Australia's largest Shire, offering a diverse mix of desert sands from the Great Sandy and Gibson Deserts to the pristine coastal reserve of Cape Keraudren.

There are three towns in the Shire of East Pilbara: Newman, Marble Bar and Nullagine; each offering something unique.