

POSITION DESCRIPTION

JOB TITLE	Fitness Instructor
BUSINESS UNIT	SportUNE
REPORTING TO	Centre Manager, SportUNE
LOCATION	Armidale
AWARD COVERAGE	Fitness Industry Award 2020 – Level 4A
DATE	January 2025
<u>JOB CODE</u>	<u>SPT06</u>

PURPOSE OF THE POSITION

With a focus on service excellence, the Fitness Instructor assists in the efficient and professional running of SportUNE which contributes to the achievement of UNE Life strategic objectives.

The Fitness Instructor will be required to conduct safe, appropriate, and stimulating group fitness classes within format guidelines. The instructor is relied upon to motivate, educate, and enhance each participant's experience. Through developing a rapport with participants, the Group Fitness Instructor fosters a commitment to their improved health and wellbeing.

ORGANISATIONAL CONTEXT

We are a wholly owned, not-for-profit entity of the University of New England (UNE) independently governed by a Board of Directors and led by a Chief Executive Officer. Put simply, we are a company that is also part of the University family.

Our mission at UNE Life is to provide an outstanding experience both on, and off our University campuses.

We are the bridge between the University and its many communities. We are a team that gets things done together with a focus on honesty and respect for one another.

One of our bigger success measures revolves around our commitment to quality service for the UNE and the wider community. We offer a unique set of services which are divided across 6 focus areas, these include:

- Student Experience – includes clubs & societies, our student-powered radio TuneFM, our independent student Advocacy & Welfare Services, and specific events & activations from orientation, to graduation.
- Commercial Services - includes our retail outlets, food & beverage services, event management & catering.

- SportUNE – includes our state-of-the-art community gym, on-campus sporting facilities, and recreational facilities/activities.
- Safety, Security & Information - includes around-the-clock security services for the University.
- Corporate Services – includes Finance, People & Culture, Branding & Marketing, IT Management, and Contract Management.
- Health – includes UNE Life Healthcare Centre and other health services/programs.

UNE LIFE VALUES

We believe our values reflect who we are as a team. Alignment with these values is key to your success with UNE Life.

- Honesty – transparency builds trust
- Respect – yourself, others, and all we do
- We are a team – we get things done, together
- Never settle – we live for continuous improvement
- Surpass expectations – we focus on customer satisfaction
- We're committed – we do what we do because we believe in it.

KEY ACCOUNTABILITIES

Under broad direction;

1. Ensure a high level of customer satisfaction through the timely set up, delivery, and pack down of high-quality fitness classes, and facilitate discussion and evaluation opportunities for class participants.
2. Build collaborative relationships with stakeholders to foster a sense of belonging at SportUNE.
3. Communicate positively and effectively with all SportUNE stakeholders.
4. Pursue self-development through industry training and development courses, maintain up to date fitness industry knowledge, and maintain required qualifications for the position.
5. Participate in special events e.g. master classes, workshops, open days.
6. Comply with all UNE Life's policies and procedures, specifically SportUNE Group Fitness Policy guidelines, and those relating to equal opportunity, risk management, workplace health and safety, and quality assurance.
7. Arrive 10 minutes prior to the scheduled class start time, to allow for set up of specific class, discussion with members on injury management or related technique queries, and to ensure a staff member is available to welcome new and existing members.
8. Undertake reasonable directives of the employer and any other duties required as directed by SportUNE Management.



Note: It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the key responsibilities of the position. The responsibilities listed above may be altered in accordance with the changing requirements of the role.

SPECIAL REQUIREMENTS

1. Willingness to work weekends and nights, if required.
2. Certificate III Health and Fitness
3. Certificate IV Personal Training (preferred).
4. Maintain current First aid and CPR certification.
5. Relevant specific course certification eg Yoga, Zumba for the classes the incumbent will provide.
6. Maintain a current NSW Working with Children Check clearance.

KEY RELATIONSHIPS

Direct Reports:

- N/A

External Stakeholders

- Members
- Community
- UNE staff and students

Internal Stakeholders:

- UNE Life Colleagues

SELECTION CRITERIA

1. Demonstrated relevant experience and passion for the fitness industry.
2. Demonstrated ability to build rapport with clients through excellent communication skills, maintaining confidentiality as required.
3. Effective time management skills – able to work within time constraints and prioritise tasks according to SportUNE needs.
4. Demonstrated awareness of WHS, Safe work procedures.



5. Demonstrated awareness and ability to work well within a diverse workforce, either as part of a team, or individually.

LEADERSHIP ACCOUNTABILITIES

- Promote a safe, efficient, and effective work environment by promoting a positive, healthy, safe and innovative work environment.

POSITION DIMENSIONS

Work Health and Safety Statement

Cooperate with all health and safety policies and procedures and take all reasonable care to ensure actions do not impact on the health and safety of staff, students, visitors and members of the public.

Equal Employment Opportunity

Ensure that the principles of equal employment opportunities are implemented promoted and adhered.

EMPLOYMENT AGREEMENT

As the incumbent of this position, I have read the position description, understand its contents and agree to work in accordance with the requirements of the position.

Signatories	Name	Signature	Date
Staff member			
Supervisor			

