

GILGANDRA SHIRE COUNCIL  
**POSITION DESCRIPTION**

**PART 1: POSITION DETAILS**

**Position title:** Fitness Instructor – Casual  
**Grade:** 2  
**Occupant:** Vacant  
**Department:** Community Services  
**Reports to:** Community Fitness Officer/Supervisor Youth & Fitness  
**Created:** April 2010  
**Reviewed:** 26 July 2017

**PART 2: POSITION PURPOSE**

- Promote and improve exercise participation rates in the Gilgandra community
- Operate the Gilgandra Fitness Centre and associated fitness classes

**PART 3: POSITION ACCOUNTABILITIES (KEY RESULT AREAS – KRAs)**

- Supervise and facilitate the supervision of the Gilgandra Fitness Centre
- Provide fitness classes for the Gilgandra Community
- Promote and improve exercise participation rates in the Gilgandra Community
- Record and analyse statistics in relation to the Gilgandra Fitness Centre and Community fitness outcomes
- Record member details at the Gilgandra Fitness Centre
- Operate Gilgandra Fitness Centre including monitoring usage, opening and closing and centre procedures
- Monitor equipment maintenance and requests for new equipment at Gilgandra Fitness Centre
- Work with Gilgandra Youth Services staff to support their program and initiative
- Promote Gilgandra Fitness Centre within the Gilgandra Shire

This is a general position description only and the employee may be required to perform any other duties as directed by the General Manager of their nominee within skills possessed.

**PART 4: WH&S REQUIREMENTS**

**Employees:** As individuals, employees will:

- Take all reasonable & practicable steps for their own health and safety and of others affected by their actions at work;
- Comply with the safety procedures and directions imposed in the interest of health and safety;
- Not wilfully interfere with or misuse items or facilities provided in the interest of health, safety and welfare of employees; and

- In accordance with agreed procedures for accident and incident reporting, report potential and actual hazards to either their elected health and safety representatives, or supervisor

**Supervisors:** Supervisors are responsible for the day to day supervision of employees. In particular, supervisors will:

- Ensure that all activities are performed in accordance with Gilgandra Shire Council Work Health & Safety rehabilitation procedures, legislation or good practice;
- Review all tasks to assist in improving safety;
- Promote and communicate Work Health & Safety and rehabilitation with employees, contractors, service users, customers, and members of the public.

## **PART 5: SELECTION CRITERIA**

### **ESSENTIAL:**

- At least Certificate III in fitness or equivalent
- Basic understanding of health and fitness outcomes
- Demonstrated involvement in fitness/sporting activities
- Effective Communication Skills

### **DESIRABLE:**

- Effective report writing and oral communication skills
- Application of analytical, creative thinking and problem solving skills
- A demonstrated ability to work autonomously and as part of a team

## **KEY PRINCIPLES AND VALUES**

The following principles and values are considered to be key requirements of our organisation. All Councillors and Staff are expected to demonstrate these values and principles in their dealings with each other and with the community.

### **Integrity**

We must not place ourselves under any financial or other obligation to any individual or organisation that might reasonably be thought to influence us in the performance of our duties.

### **Leadership**

We have a duty to promote and support the key principles by leadership and example and to maintain and strengthen the public's trust and confidence in the integrity of Council. This means promoting public duty to others in the Council and outside, by our own ethical behaviour.

### **Selflessness**

We have a duty to make decisions solely in the public interest. We must not act in order to gain financial or other benefits for ourselves, our family, friends or business interests. This means making decisions because they benefit the public, not because they benefit the decision maker.

### **Objectivity**

We must make decisions solely on merit and in accordance with our statutory obligations when carrying out public business. This includes the making of appointments, awarding of contracts or recommending individuals for rewards or benefits. This means fairness to all; impartial assessment; merit selection in recruitment and in purchase and sale of council's resources; considering only relevant matters.

### **Accountability**

We are accountable to the public for our decisions and actions and must consider issues on their merits, taking into account the views of others. This means recording reasons for decisions; submitting to scrutiny; keeping proper records; establishing audit trails.

### **Openness**

We have a duty to be as open as possible about our decisions and actions, giving reasons for decisions and restricting information only when the wider public interest clearly demands. This means recording, giving and revealing reasons for decisions; revealing other avenues available to the client or business; when authorised, offering all information; communicating clearly.

### **Honesty**

We have a duty to act honestly. We must declare any private interests relating to our public duties and take steps to resolve any conflicts arising in such a way that protects the public interest. This means obeying the law; following the letter and spirit of policies and procedures; observing the code of conduct; fully disclosing actual or potential conflict of interests and exercising any conferred power strictly for the purpose for which the power was conferred.

### **Respect**

We must treat others with respect at all times. This means not using derogatory terms towards others, observing the rights of other people, treating people with courtesy and recognising the different roles others play in local government decision making.