

Position Description

Health and Fitness Coordinator, La Trobe Sport

Position No:	50146429
Department:	La Trobe Sport
School:	Allied Health, Human Services & Sport
Campus/Location:	Melbourne
Classification:	Higher Education Officer Level 6
Employment Type:	Continuing, Full-Time
Position Supervisor:	Commercial Programs Manager. La Trobe Sport
Number:	50149359
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

La Trobe Sport – <http://www.latrobe.edu.au/sport>

For enquiries only contact:

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Position Context

La Trobe Sport is a business unit within La Trobe University tasked with the strategic goal of developing La Trobe to be the University of choice for Sport in Australia.

La Trobe Sport oversees sports related facilities and grounds and drives sport related programs and partnerships, to enrich a student's time at the University. The business unit collaborates across the University with sport related academics and other departments to support and enable, the best sport-related teaching and research, as well as student participation in sport and recreation. La Trobe Sport also oversees the active engagement of the wider community in the campus through the use of its sporting facilities and sport services.

Specifically, La Trobe Sport oversees the following activities:

- Enhances student life at La Trobe through sport and recreational offerings
- Develops sporting partnerships that enhance teaching, learning and research
- Facilitates new and existing academic programs related to sport
- Oversees all affiliated sport clubs
- Facilitates community engagement for the University through sport
- Maintain and develop sport related infrastructure to enhance the holistic sport experience at La Trobe

The primary purpose of this position is to work with the Commercial Programs Manager in overseeing the operations and delivery of engaging health and fitness related programs across university sporting infrastructure.

Duties at this level may include:

1. Work collaboratively with the Commercial Programs Manager, in establishing and maintaining the operational requirements of the health and fitness centre.
2. Generate original ideas and innovative solutions through the provision of specialist knowledge and advice relating to health and wellbeing, sport and fitness, and active living delivery.
3. Actively seeks and implements innovative solutions to maximise the customer experience. This includes but is not limited to identifying service requirements or shortfalls, maximising service quality, improving efficiency and continuity across all aspects of the customer journey.
4. Actively engaged in industry and participation trends including the delivery of health and fitness programs and seeking novel use of equipment and infrastructure to increase participation and customer experience.
5. Work collaboratively with the Senior Coordinator, Representative and High-Performance Sport on the La Trobe Sport Performance Hub operations and integration with the Department of Sport and Exercise Science. This may include but is not limited to identifying new business opportunities, administrative and operational support including bookings and supervision of sessions.
6. Supervisory responsibility of staff at task level 5 or below, performing a set of related functions including line management responsibility of health and fitness staff.

7. Plans and organises individual and team activity with an appreciation of longer-term goals, ensuring plans complement and feed into the broader La Trobe Sport Strategy.
8. Manages resources and budgets including workflows and systems within health and wellbeing, sport and fitness, and active living delivery. In conjunction with the Commercial Programs Manager, regularly reviewing these to ensure that maximum value is extracted.
9. Provides influential input to policy or systems development on the basis of expertise in the operational aspects of current systems and their impact.
10. Carry out other duties as required by the Commercial Programs Manager.

Key Selection Criteria

ESSENTIAL

1. Relevant experience in managing sport facility operations and developing new programs to service a broad range of stakeholders.
2. Relevant undergraduate qualifications or relevant experience in health and fitness or a related field.
3. Demonstrated ability to apply knowledge in the development of new programs and activities, and a demonstrated understanding of the interrelationships between policies and activities.
4. Excellent interpersonal and communication skills, with an ability to negotiate and influence positively to achieve desired outcomes. This includes but is not limited to maintaining relationships with health, fitness and sport stakeholders.
5. Demonstrated ability to work independently, follow established procedures with limited supervision and contribute positively to an effective team.
6. Demonstrated experience managing the activities of self and others including casual staff, through coaching, motivation and performance management.
7. Level 2 First Aid qualification

DESIRABLE

1. Pool Lifeguard qualification or willingness to obtain.

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- We are **Connected**: We connect to the world outside — the students and communities we serve, both locally and globally.
- We are **Innovative**: We tackle the big issues of our time to transform the lives of our students and society.
- We are **Accountable**: We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.

- **We Care:** We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

For Human Resource Use Only

Initials: Date: