

HEALTH AND FITNESS INSTRUCTOR

DEPARTMENT/UNIT	Monash Sport
FACULTY/DIVISION	Office of the Deputy Vice-Chancellor and Senior Vice-President (Student Experience)
CLASSIFICATION	HEW Level 3
DESIGNATED CAMPUS OR LOCATION	Clayton/Caulfield/Peninsula campus

ORGANISATIONAL CONTEXT

At [Monash](#), work feels different. There's a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver groundbreaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#Changelt](#) with us.

The **Student Experience** portfolio brings a sharp of focus to the entire student experience, an experience which extends beyond a classroom education and encompasses academic, social, cultural, and well-being aspects to foster student belonging, academic readiness, and confidence.

The Student Experience portfolio brings together student-facing functions and capabilities from across the University to deliver a cohesive student experience. The portfolio enables the University to drive and advance our goals of widening participation of students from disadvantaged groups and facilitating their success, in line with Impact 2030.

Monash Sport coordinates a wide range of aquatic, indoor and outdoor sport, health, fitness, wellness and social services and activities for University students, staff and the wider community.

Through providing these opportunities, we endeavour to enhance the health and wellbeing of our community and the on-campus experience for our students and staff. For more information about the services we provide, please visit www.monash.edu/sport.

POSITION PURPOSE

The Health and Fitness Instructor is a key member of the Health and Fitness business unit. Its key objective is to provide exercise advice and instruction on the safe operation of Fitness Centre equipment to Monash Sport clients, underpinned by excellent customer service.

Reporting Line: The position reports to the Site Coordinator under routine supervision

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Provide a range of health and fitness-based services to the Monash Sport community, including but not limited to provision of core services to members, including taking a professional and innovative approach to individual program design and health and fitness testing and diligent and proactive supervision of the Fitness Centre, providing a high level of interaction with patrons ensuring assistance is provided where required
2. Undertake customer service and administrative tasks, including but not limited to data entry and basic statistical reporting, assist the Health and Fitness Team Leader and Operations Coordinator with relationship management and the provision of quality customer service and work with colleagues to maintain the Fitness Centre facilities, including participating in equipment maintenance processes
3. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - Certificate III and Certificate IV in Fitness or Tertiary Qualification (relevant in fitness/exercise field); and
 - current CPR and Level 2 First Aid Certificate; and
 - current registration with AUSactive; and
 - relevant experience/training associated with each qualification.

Knowledge and Skills

2. Sound knowledge and technical skills in prescribing and supervising exercise programs
3. Proven experience working in a fitness centre environment and a commitment to maintaining and applying relevant, up-to-date knowledge
4. Sound communication skills, including the ability to professionally liaise with colleagues and clients at all levels
5. A demonstrated commitment to providing high levels of customer service
6. Ability to work as an effective member of a team as well as independently under routine supervision

7. A flexible approach to work, with the ability to adapt to varying tasks and priorities
8. Demonstrated problem solving skills to deal with member/user group issues in line with policies and procedures
9. Good working knowledge of Microsoft Office applications

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- A current satisfactory Working With Children Check is required
- A current Hepatitis B immunisation is required

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.