



## POSITION DESCRIPTION FORM

File No: PDF-F0060890

### POSITION IDENTIFICATION

Title:	Personal Trainer	Level:	Level 3
Service Unit:	Eaton Recreation Centre	Award:	Local Government Industry Award 2020 Industrial Agreement
Directorate:	Sustainable Development	Date Effective:	1 November 2017
Reporting to:	Team Leader Fitness Centre and Memberships	Date Last Reviewed:	1 December 2023

### PURPOSE OF POSITION

- Assist in developing, promoting and implementing health and fitness programs of a high standard in a safe and enjoyable manner that contributes to a positive customer experience.
- Ensure that all services contribute to an overall positive image of the Eaton Recreation Centre by providing excellent customer service.

### SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Undertake fitness appraisals and develop programmes to train PT clients and members.
- Provide gym users with an enjoyable experience by building and maintaining rapport, encouraging participation and memberships.
- Assess gym users health, fitness and ability levels and advise on health and fitness programs to suit their needs and appropriate participation levels providing alternatives as required to achieve customer driven results.
- Ensure that equipment is clean, hygienic and safe to use as per Eaton Recreation Centre procedures.
- Undertake on the job and off the job training as required to maintain qualifications and industry knowledge.
- Any other duties as directed by the line supervisor / manager.

### ORGANISATIONAL RELATIONSHIPS

Responsible for: Not Applicable at this level.

Internal Relationships: All Shire of Dardanup employees and Elected Members.

External Relationships: Federal and State government agencies, other local government authorities, community groups and organisations, private sector stakeholders, ratepayers, members and general public.

## POSITION DIMENSIONS

Work Location: Eaton Recreation Centre.

Delegated Authority: Not Applicable at this level.

Driving Requirements: Not Applicable.

## EXTENT OF AUTHORITY

This position operates under the direction of the Manager Recreation Centre and under supervision either individually or in a team environment, within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other legislation.

## CORPORATE ACCOUNTABILITIES

- All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows a proper concern for the public interest;
- Comply with Council's Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
- Maintain obligations described within the Shire's Customer Service Charter.
- Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Deliver effective use of Shire resources within the level of accountability for this position.
- Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council's WHS policies and Work Health & Safety legislation.
- Employees shall cooperate with the Shire of Dardanup in the carrying out of the obligations imposed on the Shire under Work Health & Safety legislation.
- Provide an ongoing commitment to risk, emergency management and business continuity principles.
- Employees shall demonstrate the Shire's Values "Trust, Respect, Accountability, Customer/Community, Excellence & Support" within the workplace.

## VALUES

### Our Values – TRACES

The Shire of Dardanup is building a culture where openness and transparency are the norm; and where we all hold ourselves accountable to deliver excellence for our customers and community.

<b>T</b> RUST	<b>R</b> ESPECT	<b>A</b> CCOUNTABILITY	<b>C</b> USTOMERS & COMMUNITY	<b>E</b> XCELLENCE	<b>S</b> UPPORT
 "We are committed to showing confidence and belief in each other and ensuring we do what we say we will do."	"We are committed to recognising and acknowledging each person's unique contribution." 	 "We are committed to transparency, good governance and accept responsibility for our actions."	"We are committed to providing a positive experience for our customers and our community." 	 "We are committed to being the best we can be within the organisation."	"We are committed to being a true team." 

## SELECTION CRITERIA

Essential:	<ol style="list-style-type: none"> <li>1. Certificate IV in Fitness (Personal Training), current Working with Children Check and first aid.</li> <li>2. Current accreditation with Fitness Australia or suitably recognised/approved fitness body in Gym Instruction.</li> <li>3. Excellent communication skills.</li> <li>4. Excellent customer service skills.</li> </ol>
Desirable:	<ol style="list-style-type: none"> <li>1. Demonstrated experience as a Personal Trainer within a fitness centre.</li> </ol>