



# RECRUITMENT INFORMATION PACKAGE

## FITNESS INSTRUCTOR PART TIME

Applications will be accepted until suitable candidates are identified.



## FITNESS INSTRUCTOR – PART TIME

Enclosed is the following information to assist you in applying for the abovementioned position with the Shire of Bridgetown-Greenbushes.

- Copy of the advert calling for applications
- Position Description  
*(Note this document contains the selection criteria for the position)*
- Information for Prospective Applications - includes information on how to submit an application.

If you have any queries regarding the position please contact Shane ELLIS, Leisure Centre Coordinator on (08) 9761 0800 or via email to [sellis@bridgetown.wa.gov.au](mailto:sellis@bridgetown.wa.gov.au).

TIM CLYNCH  
**CHIEF EXECUTIVE OFFICER**



## VACANCY

### FITNESS INSTRUCTOR – PART TIME

A vacancy exists for a Fitness Instructor on a part time basis with the Shire of Bridgetown-Greenbushes as follows:

April – October            3.75 hrs/week  
November – March        7.50 hrs/week (Pool Season)

Some classes may be offered on weekends therefore there will be an expectation you will be available to work outside normal business hours.

The role is responsible for the delivery of fun, effective and safe fitness classes and includes:

- Designing exercise routines to cater for all ages, abilities and needs
- Demonstrating correct and safe methods when undertaking a training class or utilising workout equipment
- Promoting and selling programs and activities offered by the Leisure Centre

Relevant formal qualifications attained, along with a high level of fitness and motivation is expected if you are to fulfil this role successfully.

The position is offered at Level 3.1 of the Local Government Officers' (WA) Award 2021 and the Shire of Bridgetown-Greenbushes (Administration) Employee Enterprise Agreement 2019, with an hourly rate of \$29.5476.

## HOW TO APPLY

The Recruitment Information Package for this position can be downloaded from the Shire's website <https://www.bridgetown.wa.gov.au/employment> or obtained by emailing [careers@bridgetown.wa.gov.au](mailto:careers@bridgetown.wa.gov.au). Your confidential application, addressed to the CEO, will be accepted via email to [careers@bridgetown.wa.gov.au](mailto:careers@bridgetown.wa.gov.au), via post, or in person to the Shire Administration building located at 1 Steere St, Bridgetown.

**NOTE:** The recruitment process for this role will remain open until a suitable candidate is found. Applications for this position will be considered as they are received and the Shire reserves the right to close submissions once a suitable candidate is identified. You are therefore encouraged to submit an early application.



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## POSITION DESCRIPTION

**POSITION TITLE** FITNESS INSTRUCTOR (PART TIME)

**RESPONSIBLE TO** Leisure Centre Coordinator

**DEPARTMENT** Community Services

**AWARD COVERAGE:** Local Government Officers' (WA) Award 2021 and the Shire of Bridgetown-Greenbushes (Administration Staff) Employee Agreement 2019

1. **POSITION OBJECTIVES**

- To provide sound knowledge and support to all clients
- Provide efficient and excellent Customer Service.
- Assist Coordinator as directed.

2. **KEY DUTIES/RESPONSIBILITIES**

- Conducting fun, safe and effective fitness classes and workouts as directed by Coordinator Recreation & Leisure
- Explaining exercises and demonstrating how to perform them correctly
- Designing exercise routines and workouts to suit all ages, abilities and needs
- Designing training and workout plans for clients/gym users
- Motivating clients to improve their performance and continue with their training programs
- Checking to ensure that exercises and equipment are performed/used safely
- Ensuring all fitness equipment is in perfect working order
- Ensuring that the gym is clean and tidy
- Encouraging clients to lead an active, healthy lifestyle
- Promoting and selling programs and activities offered by the gym or leisure centre
- Providing first aid, where necessary

3. **OCCUPATIONAL SAFETY & HEALTH**

- Follow all Occupational Safety and Health guidelines, policies and procedures.
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.
- Undertake risk assessment, hazard identification and control and conduct accident/incident/near misses investigation and documentation as directed.

#### 4. **REQUIREMENTS OF THE JOB**

##### **Qualifications and/or training**

- Minimum Certificate IV Fitness or completed Cert III and working towards Cert IV Fitness
- First Aid
- Working with Children Check
- Good written and verbal communication skills
- Experience of working with the public

##### **Knowledge and Experience**

- Experience in group fitness instruction
- Experience in customer service.
- Working knowledge of Local Government operational procedures (desirable).

##### **Skills**

- Effective oral and written communication skills
- Developed interpersonal and public relations skills.
- Customer service focus and commitment to quality.
- Flexibility with hours and days

#### 5. **SELECTION CRITERIA**

##### **Essential**

- Minimum of Certificate III Fitness or equivalent
- Demonstrated excellent interpersonal skills and a commitment to outstanding customer service.
- Demonstrated ability to multi-task and prioritise duties according to available resources.
- Excellent oral and written communication skills, including the ability to use the computer (Microsoft Word and Excel) internet and email.
- Demonstrated flexibility with hours and days

##### **Desirable**

- Experience within the Leisure industry
- Qualification in group fitness
- Certificate IV Fitness

**6. ORGANISATIONAL RELATIONSHIP**

**Responsible to:**

- Manager Community Services
- Coordinator Recreation & Leisure

**Internal Liaison:**

- Leisure Centre Staff

**External Liaison:**

- Residents and ratepayers.

**Supervision of:**

- Nil

**8. EXTENT OF AUTHORITY**

- Contributes to the team decision making process.
- Authority of position is limited within statutory requirements and Council policies.
- Authority to answer queries in relation to Acts, Regulations, Local Laws.

DECLARATION:

I UNDERSTAND THAT THIS POSITION DESCRIPTION FORMS PART OF THE TERMS AND CONDITIONS OF EMPLOYMENT WITH THE SHIRE OF BRIDGETOWN-GREENBUSHES

**Employee**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Manager**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## INFORMATION FOR PROSPECTIVE APPLICANTS

*Thank you for your interest in the position advertised by the Shire of Bridgetown-Greenbushes. To assist you in submitting your application, please take the time to read the following information.*

### **Equal Employment Opportunity**

The Shire of Bridgetown-Greenbushes is an equal opportunity employer. All applications for a position will be assessed against the criteria included in the Position Description.

### **Completing your Application**

Your application should include the following:

1. A **covering letter** stating why you are applying for the position and giving details of how you may be contacted during the hours of 9.00am to 5.00pm.
2. A **separate statement** addressing the “*selection criteria*”. You should address each selection criteria under a separate heading. Consideration for the interview is based upon clear demonstration of your ability to meet each of the selection criteria.

You should indicate how you meet the criterion and provide examples of events and projects that demonstrate your experience, knowledge and skills. It is recommended that your statements in response to each of the selection criteria be no more than half a page.

3. A **resume or curriculum vitae** which includes your relevant personal details, qualifications, work history, education and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each of the positions.
4. The **names and contact details of at least two (2) referees** should be included in your resume or curriculum vitae. Referees may be contacted to verify your claims in relation to your prior work performance. ***DO NOT SUBMIT ORIGINAL COPIES OF REFERENCES.***
5. **Photocopies of your qualification(s) or academic records** of current studies should be attached to your application. ***DO NOT SUBMIT ORIGINAL CERTIFICATES OF YOUR QUALIFICATIONS OR ACADEMIC RECORDS.***

*Please note all applications received will become the property of the Shire of Bridgetown-Greenbushes and cannot be returned to unsuccessful applicants.*

## Lodging your Application

Applications will be accepted via email to [careers@bridgetown.wa.gov.au](mailto:careers@bridgetown.wa.gov.au); or

Mailed or hard copy applications must be marked “**Confidential – Human Resources**” on the envelope and addressed as follows:

Chief Executive Officer  
Shire of Bridgetown-Greenbushes  
PO Box 271  
BRIDGETOWN WA 6255

## Acknowledgment of Applications

All applicants will be notified of the status of their application after the shortlisting stage of the recruitment process.

## The Interview Process

If you are selected for an interview you will be contacted by telephone during office hours. The Interview Panel will generally consist of at least two (2) Shire Officers however for professional appointments; the Interview Panel may include a non-Shire person.

During the interview the Interview Panel will take notes in order to assess your responses. This will assist in ensuring each candidate is assessed in an equitable and fair manner. If you do not understand a question, you should seek clarification before providing a response.

## Preferred Applicant

*(This section will not apply if the preferred applicant is a current member of the Shire staff)*

Prior to any offer of employment being finalised, the preferred applicant will be required to:

- Obtain a satisfactory **pre-employment medical** report from a Medical Practitioner.
- Produce a current **National Police clearance** (at the Shire’s expense if the applicant does not hold a current clearance). A criminal conviction does not automatically exclude you from consideration for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for, with the Interview Panel.
- Provide documentary **proof of age** in the form of a birth certificate, driver’s licence or current passport. This requirement is necessary to comply with a requirement of law, award or industrial agreement in relation to payment of wages or remuneration to employees less than 21 years of age.
- Documented evidence of **legal entitlement to work** unrestricted in Australia.
- Produce **original or certified copies** of all relevant qualifications and licenses.

## Other Requirements

Upon appointment, the successful applicant will be required to sign and have witnessed the following documents:



- Shire of Bridgetown-Greenbushes Code of Conduct
- Shire of Bridgetown-Greenbushes Confidential Agreement
- Acceptance of the Letter of Offer
- Position Description for the role
- Statutory Declaration in relation to current driver's licence (if relevant)

### **Queries**

If you have queries with regards to completing your application, please contact Natalie Kais, Human Resources Officer on (08) 9761 0800 or [NKais@bridgetown.wa.gov.au](mailto:NKais@bridgetown.wa.gov.au).

*For information on the Shire of Bridgetown-Greenbushes, visit our website*  
[www.bridgetown.wa.gov.au](http://www.bridgetown.wa.gov.au)