

POSITION DESCRIPTION

OUR VISION

A world leader in delivering major venues, sport, entertainment and events.

OUR PURPOSE

To provide amazing experiences and opportunities through world class venues, enriching and connecting Queensland communities.

POSITION	Health & Fitness Officer	POSITION NUMBER	4G067
REPORTS TO	Health and Fitness Manager	LOCATION	Sleeman Sports Complex
EMPLOYMENT TYPE	Permanent Part-Time (38 hours per fortnight)	CLASSIFICATION LEVEL	SQ003
VACANCY REFERENCE NUMBER	SQ18.24	CLOSING DATE	Tuesday, 23 April 2024
CONTACT INFORMATION	Name: David Trahair Phone: (07) 3131 9604	Position Title: Health and Fitness Manager Email: david.trahair@sleemansports.com.au	

THE POSITION

The purpose of the Health and Fitness Officer role is to supervise the fitness centre, maintain all equipment in a clean and safe manner, and to design fitness programs for customers. The position provides excellent customer service to users and patrons of the fitness centre and Anna Meares Velodrome.

WORK ENVIRONMENT

The position reports to the Health and Fitness Manager and also works closely with the Health and Fitness Supervisor.

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ORGANISATIONAL ENVIRONMENT

Stadiums Queensland (SQ) manages, operates, and promotes the use of the State's major sports, recreation and leisure facilities.
<http://www.stadiums.qld.gov.au/>

KEY ACCOUNTABILITIES

- Provide a high level of customer service ensuring a positive experience for patrons
- Respond to all customer inquiries regarding the fitness centre and velodrome, including face-to-face and over the telephone and written correspondence
- Develop exercise programs and assist customers as required
- Accurate and prompt completion of paperwork including fitness programs
- Ensure all customers, staff, suppliers and contractors under supervision, comply with all requirements as laid down in the Gym Procedure Manual
- Ensure the fitness centre, activities studios and reception area are maintained in a clean state and liaise with venue cleaners as required
- Process admissions and payments for services, products and memberships
- Assist with the reconciliation of takings in accordance with the relevant SQ policy and procedure
- Assist with data entry of memberships
- Other duties as directed from time to time by the Operations Manager, Health and Fitness Manager and/or the Health and Fitness Supervisor
- Ensure all work is undertaken in accordance with SQ's policies and procedures, particularly in the areas of workplace health and safety, equal employment opportunity, workplace harassment, bullying and discrimination

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MANDATORY QUALIFICATION AND/OR EXPERIENCE

- Certificate IV in Fitness, or equivalent qualification in the fitness industry
- Demonstrated experience working in a Fitness Centre
- Registration with AUSactive (or equivalent) as a Personal Trainer
- First Aid and CPR Certificate
- Working with Children Check – Blue Card

KNOWLEDGE, SKILLS AND EXPERIENCE

Essential:

- Knowledge of experience in exercise prescription and in developing appropriate fitness programs
- Knowledge of fitness industry trends
- Knowledge of legislation relevant to fitness industry
- High level of communication skills, both verbal and written
- High work ethic, commitment to professional presentation, flexibility in the workplace and ethical practice.
- Possess a high degree of energy, be physically capable and have the endurance to complete the duties of the position
- Intermediate computer skills including word and excel
- Experience with EFTPOS and POS membership software

Desirable:

- Experience in working in a multipurpose venue
- Knowledge of fitness equipment and its maintenance
- Administer Oxygen in an Emergency certification

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OUR VALUES



Enthusiasm and passion:

We are an energetic and accountable team who work collaboratively as 'OneSQ', embracing diversity of experience and open communication.



Professional, commercial and accountable:

We are passionate and take ownership in delivering commercial results and great experiences for our customers. We strive for and deliver greatness, and celebrate individual and team achievements.



Customer-centric, innovative and agile:

We embrace change, encourage innovation and are solutions focussed. We are customer-centric and continuously and flexibly adapt to evolving needs and expectations.



Authentic, transparent and respected:

We are authentic and conduct our business with the highest standards of ethics, integrity and responsibility.

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ADDITIONAL INFORMATION

Some out of normal hours work and work on weekends may be required.

Whilst this position is currently located at the Sleeman Sports Complex, the successful applicant may be required to work from any of SQ's venues or offices.

Travel inter/intrastate may require some overnight stays away from the position's location.

This position description details the minimum skills required to perform the duties of this position. Other duties may be allocated, as required.

SQ employees are bound by the ethics principles, which are contained in the SQ's Code of Conduct and the terms and conditions of employment are detailed in the Employment Contract and associated legislation. All staff are expected to familiarise themselves with these.

All managers, supervisors and staff are expected to participate in and positively contribute to the sound corporate governance of SQ. This includes demonstrating a comprehensive appreciation of and commitment to the fundamental principles of corporate governance within which a statutory authority operates.

Managers and supervisors should lead by example in their understanding of and application to corporate governance activities of SQ, in accordance with appropriate legislative requirements, Board policy and established principles.

All successful appointees will be responsible and accountable to the extent of "Duty of Care" (Work Health and Safety Act 2011) and required to demonstrate occupational health and safety consciousness, and support and contribute towards risk management initiatives.

Where a "Working with Children Check" (i.e. Blue Card) is required to be held for this position, the applicant is to provide evidence of either a valid Blue Card or be willing to make application for the card. Volunteers working in any capacity with children or young people, and paid employees who work in regulated employment (i.e. childcare), are required to hold a valid Blue Card before commencing work. For all other positions that require a Blue Card the applicant may commence in the position pending the receipt of a successful check.

Information submitted by an applicant for this position is subject to the Right to Information Act 2009 and the Information Privacy Act 2009.

Applications will remain current for a period of 12 months.

Your application should address your ability to meet the key accountabilities. SQ's "Additional Information for Applicants" will assist you in developing your application.

Applications should include a current Resume/Curriculum Vitae and be emailed to recruitment@stadiums.qld.gov.au.

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ORGANISATIONAL STRUCTURE

