

POSITION DESCRIPTION



Position	Exercise Physiology Coordinator
Level/Classification	HEW 0606
Reports to	Sport and Recreation Manager
Unit	Murdoch Active
Directorate	CXO - Experience Office
Positions Supervised	WIL Students and Student Volunteers

Position Purpose

The purpose of this position is to develop and implement a comprehensive rehabilitation program within Murdoch Active gym facilities, catering to students, staff, and the broader community. The role aims to foster an inclusive environment that supports wellbeing and promotes participation from diverse backgrounds. Additionally, the position will supervise student placements, ensuring alignment with Murdoch University's teaching and learning plans and enhancing experiential learning opportunities for students.

About Murdoch University

Murdoch University is a young and dynamic university with a foundational commitment to the environment, social justice and inclusion, and making education accessible to more people. Founded as Western Australia's second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

Our Strategy – Ngala Kwop Biddi. Building a brighter future, together – guides the University's direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

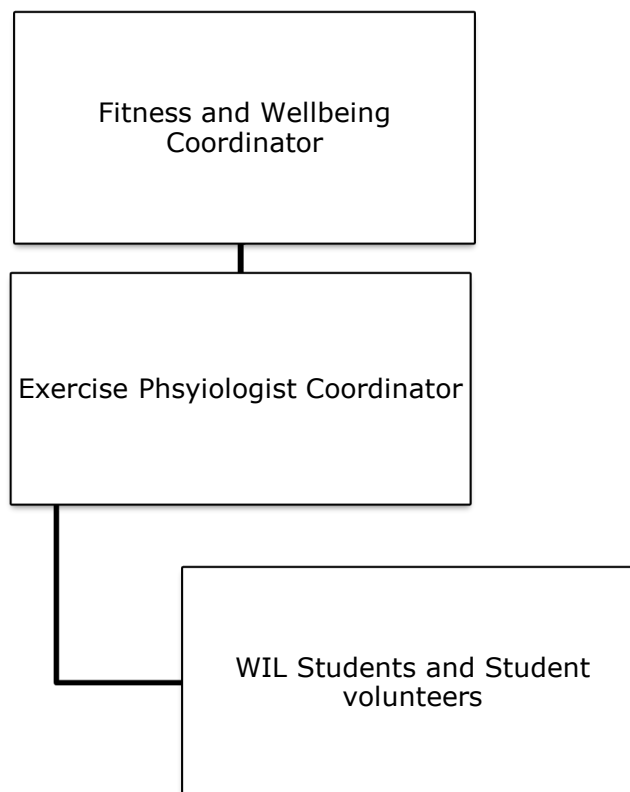
About the Work Area

Murdoch Active provides students, staff and the broader Murdoch University community with opportunities to engage in quality sport and recreation programs, facilities and services to support the development of each individual's health and well-being. Murdoch Active also provides support to the teaching, research and commercial activities of Murdoch University.

The objective of Murdoch Active is to plan and deliver sport and recreation programs that enhance the student experience, provide opportunities for students, staff and the broader community to represent and or engage with the University and to maintain connection with the University.

Murdoch Active delivers its range of programs and services through the Active Gym, Sports and Recreation Hall, indoor and outdoor courts as well as the external playing fields.

Reporting Relationships



Key Responsibilities/Duties

In conjunction with the Fitness and Wellbeing Coordinator, the duties include the following:

1. Develop, oversee, and implement the exercise physiology program for Murdoch Active, ensuring that it supports students, staff, and the broader community in an inclusive and safe environment. Continuously update and develop policies and procedures related to the portfolio area, with a strong emphasis on fostering accessibility, safety, and well-being for all participants.
2. Supervise Murdoch University students in exercise physiology placements, ensure adherence to learning plans, and report issues to the Sports and Recreation Manager as needed.
3. Assist with the daily operational management of Murdoch Active Fitness Facilities and associated campus sites, and support the Fitness and Wellness Coordinator in building and maintaining stakeholder relationships and networks to promote fitness and wellbeing across the University.
4. Coordinate, supervise, and assess WIL and Volunteer students involved in exercise physiology placements or programs, ensuring recruitment, training, development, and performance management align with higher education standards.
5. Prepare reports for the Manager on program usage, income/expenditure, profitability, and debt within your responsibility. Assist with finance procedures, including invoice payments, external hirers, and contractor arrangements.
6. Collaborate with Murdoch Active's marketing and promotion team to develop and implement strategies that promote exercise physiology programs, recruit participants, and support the delivery of related events, including key Murdoch University occasions.
7. Assist the Manager in compliance with all workplace safety and health requirements and practices.
8. Undertake other duties and activities which the incumbent might reasonably be expected to do, and which are consistent with the accountabilities and responsibilities as listed above.

Selection Criteria

Essential

1. A tertiary qualification in exercise physiology or higher.
2. Demonstrated experience in stakeholder and customer relationship management and engagement.
3. Proven leadership with staff supervision, training, and mentoring experience.
4. Demonstrated effective organisational and time management skills, with the ability to manage competing priorities, alongside well-developed written and verbal communication abilities, and proven problem-solving skills that show initiative and flexibility.
5. Experience in completing budget reports, and delivering outcomes within resource allocation/ budget.
6. Experience using computers and membership databases, with an understanding of

their application in the sport and recreation industry.

7. Comprehensive knowledge of occupational health and safety legislation and protocols within sports complex or rehabilitation environments.
8. Current First Aid Certificate.
9. Working with Children Clearance.

Desirable

1. Current Driver's License
2. Current Bronze Medallion
3. Previous experience in a similar role
4. Current Senior First Aid Certificate

Work Requirements

1. Australian permanent residency or possession of a valid visa with work entitlement in Australia.
2. Current Working with Children Check WA
3. Ability to work outside of normal office hours when required.

General Obligations

While at work, an employee must:

- take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons;
- report incidents, injuries and hazards;
- comply with any reasonable instruction that is given by Murdoch University; and
- comply with Murdoch University policies and procedures.

Guiding Principles and Values/Code of Ethics and Code of Conduct

Our Values

- Authenticity
- Integrity
- Respect
- Inclusivity
- Openness

Our Principles

- Act with justice, respect and responsible care.
- Be collegiate and respectful of other points of view.
- Protect academic freedom.
- Be agile, flexible and resilient.
- Make decisions at the most appropriate level.
- Be transparent in decision-making and with information.
- Adopt common approaches to common tasks.

- Be careful stewards of our resources.

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All Staff complete a Development Review Annually. A Commencing Development Review should be completed within 3 months of commencement.

We acknowledge that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar people. We pay our respects to their enduring and dynamic culture and the leadership of Noongar elders past and present. The boodjar (country) on which Murdoch University is located has, for thousands of years, been a place of learning. We at Murdoch University are proud to continue this long tradition.