

POSITION DESCRIPTION



Position	Fitness and Wellbeing Coordinator
Level/Classification	Level 6
Reports to	Sports and Recreation Manager
Unit	Murdoch Active
Directorate	Sport and Recreation Team
Positions Supervised	Gym Officers, Group Fitness Instructors, Events Officers, Fitness & Wellbeing (WIL) Lead, non-WIL related Students & Volunteers

Position Purpose

The Fitness and Wellbeing Coordinator will support the Sports and Recreation Manager in overseeing the administration and day to day operations of the Murdoch Active fitness facilities, and associated exercise and well-being programs delivered by Murdoch Active on Murdoch University campuses. The Fitness and Wellbeing Coordinator is to coordinate and supervise a team comprising of Sports Officers, Group Fitness Instructors, the Fitness & Wellbeing (WIL) Lead and WIL & Student Volunteers to plan, deliver and develop appropriate programs and services in line with Murdoch Active Strategic Plan.

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 Bididi. 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.

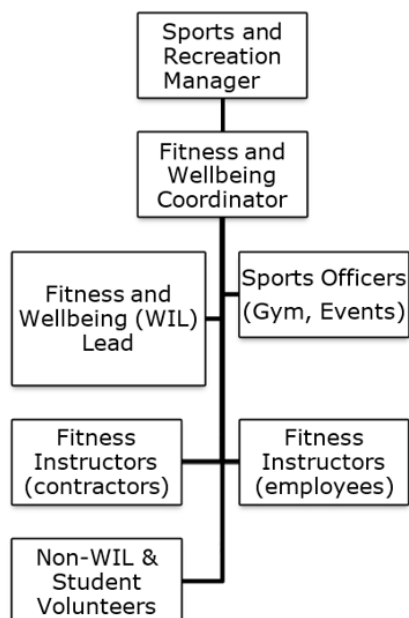
About the Work Area

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 Fitness Facilities, Sports and Recreation Hall, indoor and outdoor courts, as well as external playing fields.

Reporting Relationships



Key Responsibilities/Duties

With some oversight from the Sports and Recreation Manager, the Fitness and Wellbeing Coordinator duties include:

1. Coordinate the day-to-day operational management of Murdoch Active Fitness Facilities and associated campus sites, including:
 - (a) oversee the delivery of members services;assisting the Manager in development and implementation of an effective retention program, and observing and improving staff interaction with clients;
 - (a) ensuring services are delivered as timetabled, and in accordance with policies and practices.
2. In conjunction with the Sports and Recreation Manager, coordinate the recruitment, appointment, training, and development of all applicable personnel required to deliver Fitness Centre, Group Fitness and Wellbeing Programs.
3. Line Manage a team including (but not limited to) Sports Officer, Group Fitness Instructors, Fitness & Wellbeing (WIL) Lead, and non-WIL & Student Volunteers, including rostering, absence management, daily queries, and performance management.
4. Oversee financial administration for areas of responsibility, including:
 - (a) Establish budgets, including all income generation, cost of sales and budget expenditure;
 - (b) Prepare monthly reports for the Manager on sports facility usage and budget tracking;
 - (c) Develop and propose initiatives to the Manager, to improve the financial capacity and sustainability of the Fitness Centre, Group Fitness, and Wellbeing Programs.
5. Oversee and implement strategies to attract and retain members, including:
 - (a) Independently develop, implement and maintain suitable and engaging fitness and wellbeing programs, activities, and events to best meet current and potential member needs;
 - (b) Ensure programs (including group fitness) are suitably timetabled;
 - (c) Collaborate with the University's Marketing Team to organise and promote ongoing member-based events and engagement opportunities, for example group fitness class release launches, member challenges, and social events;
 - (d) Actively promote Murdoch Active through external events like Open Day.
6. Engage with internal and external stakeholders in the promotion of University-wide fitness and wellbeing, including:
 - (a) Establish and maintain a network of internal and external health and wellness providers, other network groups, and Sports champions through liaison and collaboration with community and industry groups/ organisations to support health promotion programs;
 - (b) Assist and support other University areas in the organisation and promotion of other wellbeing initiatives and engagement opportunities, such as 'R U Okay Day'.

7. Ensure compliance with all workplace safety and health requirements and processes, including:
 - (a) coordinate the maintenance and cleaning of all recreational facilities equipment as per Murdoch Active management requirements to maintain the safety and hygiene of equipment;
 - (b) ensure clients have correct and safe exercise techniques with all appropriate equipment;
 - (c) provision of a safe environment for staff, members, and visitors.
8. Update and develop policies and procedures related to the portfolio area.
9. 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 a relevant field (such as Bachelor of Sport and Exercise Science), or Certificate IV in Fitness and Management plus at least 10 years' work experience in a relevant field/ similar work environment, including personal training and coaching.
2. Demonstrated experience in stakeholder and customer relationship management and engagement.
3. Demonstrated leadership and people management skills, including experience in the supervision and training/ mentoring of staff.
4. Effective organisational and time management skills, with an ability to manage competing priorities.
5. Demonstrated problem-solving skills and the use of initiative/ flexibility.
6. Experience in completing budget reports, and delivering outcomes within resource allocation/ budget.
7. Well-developed written and verbal communication skills.
8. Demonstrated competence in the use of computers, membership databases, and a good understanding of their application in the sport and recreation industry.
9. Experience in event management and coordination, from concept to delivery.
10. Good understanding of occupational health and safety legislation and procedures in a sports complex setting.
11. Current First Aid Certificate.
12. Working with Children Clearance.

Desirable

1. Previous sport/fitness experience in a tertiary education environment.
2. Accredited Exercise Scientist status with Exercise and Sports Science Australia (ESSA), to enable assessment of student attainment towards qualifications, during Fitness and Wellbeing (WIL) Lead absences.
3. Sound knowledge of the Murdoch University and/or university sports sector.
4. Proven experience in operating a Jonas Leisure membership database.

5. Current Senior First Aid Certificate.
6. Current 'C' class Driver's License.

Work Requirements

1. Occasional overseas/interstate travel/travel within the state may be required.
2. Some work at other campuses may be required.
3. Ability to work outside of normal office hours when required.
4. Current Working with Children Check.

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 Career Development Conversation annually to discuss their career aspirations and growth opportunities.

All Staff undergoing a probation period are required to set probationary objectives with their leader 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.