



## POSITION DESCRIPTION

### POSITION DETAILS

<b>Position Title:</b> Graduate Officer	<b>Position number:</b>
<b>Department/Section:</b> Health & Fitness/Programs/Clubs & Community	<b>Classification:</b> Pre Level 2 contract rate
<b>Permanent/Contract:</b> Intended 1 Year Contract	<b>Award/Agreement:</b> Individual Workplace Agreement
<b>Location:</b> Fitness Centre	<b>Termination date (if temporary):</b> N/A

### POSITION OBJECTIVE:

The Graduate Officer positions have been created by UWA Sport & Recreation Association Inc in order to give new graduates a direct employment stream into the Sport and Recreation industry. These positions exist to give a range of work force and industry experiences to the successful candidate.

Each Graduate Officer will have a primary area of focus with two other support areas of involvement. The Graduate Officer position is responsible for assisting with the provision of Sport and Fitness Programs, Facilities, Services and Events offered by the UWA Sport and Recreation Association.

### REPORTING RELATIONSHIPS

	<b>Title</b>	<b>Level</b>
<u>This</u> position's possible supervisor:	Sport & Recreation Manager – WSC UWA	4
Other positions reporting to <u>that</u> supervisor:	Sport and Recreation Officer	2/3

### **UWA Sport and Recreation Association Mission Statement**

- To provide high quality Recreation and Sport opportunities and experiences at UWA through membership and participation.

### **The aims of the Association are:**

- To provide and manage sport, fitness and recreation programs, services and facilities required to meet the needs of the University community.
- To promote amateur sporting and physical recreation amongst members as an essential feature of University life; and
- For that purpose, to encourage and assist in the formation amongst members of sporting and physical recreation clubs and to support and coordinate the activities of clubs so formed.

### **CONTEXT AND SCOPE**

- To promote a positive healthy lifestyle and personal wellbeing by providing quality training facilities, equipment, programmes and services utilising professional, educated staff.
- To be measured by participation, enrolment and usage numbers, financial performance, and customer perception of quality of services.

### **Role of position (including key relationships will be a selection of the following):**

- Assist with planning and implementing sport and fitness programmes.
- To conduct fitness assessments and prescribe exercise programs for Health & Fitness Centre members.
- To supervise the Health & Fitness training areas.
- To lead group exercise classes including circuits, aerobics, BodyCombat, BodyPump and/or Boxercise and or other Sport & Recreation programmes.
- Assist with the Recreate programming.
- Assist in the delivery of key association events sch as the Festival of Cricket.
- Other duties as required by the Association.

### **Decision making role:**

- Training of casual staff within the cost centre.
- Promotion of the Association programs and services.

### **Major accountabilities:**

- Successfully provide high quality programs, facilities and services in line with the Association's business plan.

**SUMMARY OF TASKS/DUTIES:**

No.	Statement	%
1.	Direct contact with participants and members through fitness testing and programming, training area supervision, fitness class instruction and presentation of special events.	30%
2.	Assist with the marketing and promotion associated with the delivery of sporting and recreational programs.	30%
3.	Assist with the development, management and implementation of the recreation and sports programs	30%
4.	Supervision and training of staff	10%

**SELECTION CRITERIA:**

<b>Essential:</b>
<ul style="list-style-type: none"> <li>• Relevant degree in Human Movement or relevant associated field.</li> <li>• Good knowledge of physiology and fitness training principles.</li> <li>• Sound knowledge of fitness equipment.</li> <li>• General knowledge of the sport, recreation, health and fitness industry.</li> <li>• Competent in the use of computers and a good understanding of their application in the sport and recreation industry.</li> <li>• C Class drivers license.</li> <li>• Effective organizational skills.</li> <li>• Effective level of written skills.</li> <li>• Effective verbal communication and customer service skills.</li> <li>• Ability to demonstrate initiative and flexibility.</li> <li>• Federal Police clearance.</li> <li>• Current First Aid Certificate</li> </ul>

<b>Desirable:</b>
<ul style="list-style-type: none"> <li>• Experience in financial management</li> <li>• LR Class drivers' licence.</li> <li>• Instructor qualifications in Aerobics, Les Mills programs and any other health and fitness discipline</li> <li>• Other Level 1 skills where appropriate</li> </ul>

**CERTIFICATION:**

We have carefully reviewed this Position Description and are satisfied that it fully and accurately describes the requirements of the position.

**Certified by:** \_\_\_\_\_  
Insert Name

Date:

**Occupant:** \_\_\_\_\_  
Insert Name

Date:

**Operation Centre  
Head or nominee**

**Executive Director  
(or nominee)**

<b>Position reviewed: classification ok/ reclassified</b>	
---	--