

Canberra Institute of Technology Position Description

POSITION NUMBER:	C10460, several
CLASSIFICATION:	GENERAL SERVICE OFFICER LEVEL 3
POSITION TITLE:	CIT Fit & Well Centre Attendants
DIVISION:	Education and Training Services
COLLEGE/BRANCH:	CIT Health, Community & Science
SECTION:	CIT Wellbeing
SUB SECTION/COST CODE:	1658
IMMEDIATE SUPERVISOR:	Head of Department, CIT Wellbeing - P51865

OVERVIEW OF CIT

Canberra Institute of Technology (CIT) is a dynamic, connected, and diverse vocational education and training (VET) institute and is a Territory Authority established under the *Canberra Institute of Technology Act 1987*.

CIT plays a major role in the development of the ACT's future workforce and in building the skill base of the economy. Its core business is the design and facilitation of high-quality vocational programs, training and education and services to meet the needs of a diverse customer base – locally, nationally, and internationally.

CIT is Canberra's only government established provider of VET offering quality education and training through the development of unique learning experiences that meet training package requirements and provide students with meaningful and job ready qualifications. As a major contributor to the economic growth of the ACT, CIT plays a significant role in ensuring a qualified and skilled workforce, increasing skill levels for those self-employed, attracting international students, contributing to the ACT innovation ecosystem, and driving life-long learning for the economic and social benefit for the future of the ACT.

The CIT Board has articulated CIT's key priorities and directions within CIT's *Strategic Compass 2025 – CIT Futures*. These directions are articulated within four themes:

- Leading change - raising our ambitions to meet new expectations
- Growing our region's economy - supporting jobs, economic resilience, and future prosperity
- Advancing Canberra's workforce – adapting our courses and means of delivery to provide skills for the future
- Transforming our business - investing in our business for viability and value

OUR PEOPLE

CIT comprises three Divisions. **Education & Training Services** Division comprises five teaching colleges, three support areas and the CIT Yurauna which is a service dedicated to Aboriginal and Torres Strait Islander peoples. Each College is led by a Director and supported by divisional services, **Corporate Services**, and **Industry Engagement & Strategic Relations**, to provide quality vocational education in a range of areas. For details on CIT's organisational and governance structure refer to the CIT Annual Report.

The CIT Board's vision for CIT is for staff to collectively be raising our ambitions to meet new expectations; adapting our offerings to provide skills for the future; contributing to the new economy and positioning for prosperity; and investing in our business for viability and value.

CIT cultivates its workforce to embody a culture of innovation, adaptation, and learning. As a public provider of vocational education, all staff model the CIT cultural traits (customer centric, collaborative, trusted, professionalism, adaptable, accountable, and inspirational), as well as the signature behaviours that underpin the ACT Public Service (ACTPS) Code of Conduct.

CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

EDUCATION & TRAINING SERVICES

The Education and Training Services Division is responsible for the integrity and delivery of teaching and learning across CIT to meet the needs of students. This includes oversight of CIT Colleges, CIT Yurauna, CIT Education Services, CIT Student Services, and CIT Library and Learning Services. The Division aims to meet the four promises of the Strategic Compass by providing a contemporary and positive student experience, incorporating:

- high quality vocational education and training, which is engaging, innovative and provides students with an authentic workplace based learning experience;
- relevant and flexible delivery and scheduling of classes;
- seamless student information, enrolment, and support services; and
- welcoming learning spaces and access to resources.

The Division ensures that CIT fulfils the compliance requirements set by vocational training and education regulators, including the Australian Skills Quality Agency (ASQA), the Tertiary Education Quality Skills Authority (TESQA), Skills Canberra (CMTEDD), and the ACT Board of Secondary Schools Studies (BSSS).

The core functions of the Division's support areas include:

- oversight of quality teaching delivery and student learning outcomes
- course design, development, and continuous improvement
- student services and support
- quality and registered training organisation compliance
- ensuring whole of CIT strategic teaching and learning deliverables are being achieved
- digital and technology integration.

CIT HEALTH, COMMUNITY AND SCIENCE

CIT Health Community and Science is a teaching college comprising five departments: CIT Children's Education and Care, CIT Community, CIT Human Services, CIT Science and CIT Wellbeing/CIT Fit & Well. This college offers VET training programs from certificate II through to advanced diploma. The student cohort includes Australian School-Based Apprenticeships (ASBAs) and apprentices/trainees. At present, the college has a presence at CIT Bruce with authentic learning environments for CIT students at CIT Student Massage Clinic, CIT Fit & Well, CIT Dog Day Care, Burrumbah Early Learning Centre, nursing laboratories, and aged care & disability learning facilities. The leadership team of the college is the director and the heads of each of the departments.

THE POSITION

The CIT Fit & Well Centre Attendant reports to the Head of Department, CIT Wellbeing.

The primary focus of the position is to deliver fitness, massage and sports performance services within CIT Fit & Well.

RESPONSIBILITIES

- Prepare equipment for class projects and recover material on completion of student exercises.
- Assist with the administration of CIT Fit & Well Centre including dealing with customer enquiries and membership sales, managing stock take and general tidying of the centre.
- Contribute to safe working conditions within the work environment by regular monitoring of the CIT Fit & Well Centre, and through maintaining CIT WHS and record management processes.
- Other duties in line with this position as directed by CIT Management.
- Plan, design and develop individual and group exercises for a wide demographic of participants.
- Undertake structured training for group fitness, sporting teams, personal training, fitness testing and programming.

PROFESSIONAL AND PERSONAL CHARACTERISTICS

- Ensure all interactions of the department are consistent with the CIT cultural traits (Customer Centric, Professionalism, Collaborative, Trusted, Adaptable, Accountable, and Inspirational).
- Model the ACT Public Service Values and Signature Behaviours.
- Create an environment that values and utilises the contribution of others.

SELECTION CRITERIA

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

1. Experience and high-level skills in individual and group exercise instruction and administration in a health and fitness facility, including but not exclusively, knowledge of financial processes, systems documentation and record management processes.
2. Sound liaison and communication skills and proven ability to work as part of a team a dynamic fitness environment with changing priorities and requirements.
3. Demonstrated ability to consistently display commitment to high quality customer service principles practices and attributes.
4. Demonstrated ability to model the CIT cultural traits and ACT Public Service values and signature behaviours, knowledge of and the ability to work in accordance with, and implement agreed CIT policy and principles, respect, equity, and diversity (RED), work health and safety (WHS) and workplace participation.

QUALIFICATIONS AND EXPERIENCE

MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING

- Certificate III/IV in Fitness
- AUSactive or FITREC or Physical Activities Australia Registration
- Current Senior First Aid and CPR

DESIRABLE

- Degree, Diploma, Associate Diploma, Level 1 Strength and Conditioning qualification or equivalent appropriate to the duties of the position.

Office use only

Date Position Description updated:

RITM Number: