

# Canberra Institute of Technology

## Position Description

<b>POSITION NUMBER:</b>	<b>C10466, several</b>
<b>CLASSIFICATION:</b>	<b>GENERAL SERVICE OFFICER LEVEL 3</b>
<b>POSITION TITLE:</b>	<b>CIT Fit &amp; Well Centre Attendants</b>
<b>DIVISION:</b>	<b>Education Futures and Students</b>
<b>COLLEGE/BRANCH:</b>	<b>Health, Community and Science</b>
<b>SECTION:</b>	<b>Wellbeing</b>
<b>SUB SECTION/COST CODE:</b>	<b>1577</b>
<b>IMMEDIATE SUPERVISOR:</b>	<b>P51865 - Head of Department CIT Wellbeing</b>

### ABOUT US

Canberra Institute of Technology (CIT) is a dynamic, modern, and diverse vocational education and training (VET) institute of learning - and plays a major role in the development of the ACT's future workforce and building its skill base. As the ACT's public provider of VET, we are the cornerstone of the local skills and training system and deeply embedded in our community. The critical role we play in the Canberra economy and society is demonstrated by the significant influence of our graduates and educators. Our alumni embody excellence and proficiency in their respective vocations.

At our core, we strive for inclusion, providing equal access to education and training and enabling anyone to pursue their learning and career goals. We are dedicated to supporting social inclusion, offering all who walk through our doors a sense of place and belonging, and the confidence to participate in the workforce.

Our strategic ambition is outlined in our [CIT Strategy 2025-2035: \*Skilling for the future equipping you for life\*](#). This strategy sets four objectives to guide our actions towards achieving our vision to be *renowned for our inclusive and dynamic approach to teaching and learning that meets the needs of students, industry and the community*. These strategic objectives are:

- Our training meets the skills needs of today, tomorrow and beyond.
- Our teaching and learning is leading edge and enhances student outcomes.
- Our people are equipped to achieve our strategy.
- Our foundations support the delivery of our strategy and enable future growth.

### OUR PEOPLE

CIT cultivates its workforce to create an environment where our people thrive, are motivated and embrace leading roles in achieving our ambitions. Our values of student-centric, belonging, connection, excellence, integrity and wellbeing guide every decision and action that we take. They steer us towards our purpose and create a culture of trust, collaboration and accountability. These values are aligned to the ACTPS values and signature behaviours which are underpinned by the [ACT Public Service \(ACTPS\) Code of Conduct](#).

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

## **EDUCATION FUTURES AND STUDENTS' DIVISION**

The Education Futures and Students division offers a dynamic learning experience that equips students for success and lifelong employability, providing them with the tools and resources they need to thrive in a changing world. Led by experienced and innovative education leaders and educators, the division is committed to delivering future-focused teaching and enhancing student outcomes.

The division focuses on integrating leading-edge educational design and delivery technologies, supported by digitally enabled learning environments, innovative teaching methods, and robust academic quality and assurance systems. The division is dedicated to offering a wide range of student engagement and support services, ensuring that an increasing number of lifelong learners can study and upskill at CIT. Through strong collaborations with industry partners, CIT's education and training programs remain responsive to emerging skills needs and relevant to the local job market.

**CIT Health, Community and Science** is a teaching college comprising of five departments: CIT Children's Education and Care, CIT Community, CIT Human Services, CIT Science and CIT Wellbeing/CIT Fit and Well. This college offers VET training programs from Certificate II through to vocational Graduate Certificate. 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 and Well, CIT Dog Day Care, Burrumbah Early Learning Centre, nursing laboratories, and aged care and disability learning facilities. The leadership team of the college is the College Director and the heads of each of the departments. This position reports to the Head of Department, CIT Science.

### **CIT WELLBEING**

The CIT Wellbeing delivers a range of sport and fitness as well as health professional training packages. These include Sport Coaching, Fitness, Remedial Massage Therapy, Dental Assisting, Allied Health Assistance, Population Health, Work Health & Safety and First Aid as well as a range of non-accredited, industry specific programs for the continual education of industry professionals. Training is delivered through full time, part time and flexible study modes. Students are provided with an authentic learning environment at CIT Student Massage Clinic and CIT Fit & Well commercial fitness facility. The department works collaboratively with industry and with other areas across the College of Health, Community & Science and CIT to create unique innovative learning opportunities for students.

### **THE POSITION**

The primary focus of the position is to deliver fitness and sports performance services within CIT Fit & Well. Under the general direction of the Head of Department, perform the following duties:

## **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.
- 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.
- Other duties in line with this position as directed by CIT Management.

## **PROFESSIONAL AND PERSONAL CHARACTERISTICS**

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

### **Professional / Technical Skills and Knowledge**

- Demonstrated experience in planning and delivering individual and group exercise programs, including fitness testing, training sessions, and activity design for a diverse range of participants in a health and fitness environment.
- Ability to prepare, maintain and monitor fitness equipment and resources, ensuring safe usage, appropriate setup for classes, and efficient recovery and organisation of materials.
- Skills in managing customer enquiries, supporting membership processes, maintaining stock control, and ensuring accurate record keeping in line with CIT systems, policies and WHS requirements.

### **Behavioural Capabilities**

- Communicates effectively with students, clients and team members, contributing to a supportive, inclusive and collaborative learning and service environment.
- Demonstrates professional conduct and a customer centric approach consistent with CIT Values, ACTPS Values and Signature Behaviours, and RED/WHS obligations.
- Shows flexibility in a dynamic fitness environment with changing priorities, while taking responsibility for safety, compliance, and maintaining high operational standards

## **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: 28/05/2026

RITM Number: