

POSITION DESCRIPTION

POSITION TITLE:	UNIT LEADER FITNESS AND SPORT
DIVISION:	CITY SERVICES AND LIVING
DEPARTMENT:	ACTIVE LIVING
SECTION:	HUME LEISURE
CLASSIFICATION:	BAND 7

POSITION OBJECTIVES

At Hume Leisure, we activate, connect and empower our community through exceptional aquatic and recreational experiences.

Within Hume Leisure, leaders are exemplary of the Council and team values. You will ensure a focus on execution and accountability and role model behaviour that is aligned to set standards. We aim to work in a manner where we strive to be better every day, care for each other, and take pride in delivering positive outcomes for our community.

We pride ourselves on creating a workplace culture that is united, proactive, inclusive, and unrivalled. We are looking for passionate people who share these values and want to make a difference.

The Unit Leader Fitness and Sport will strategically lead the Fitness, Sports, Programs and Bookings areas at SPLASH Aqua Park and Leisure Centre, Broadmeadows Leisure and Aquatic Centre, Sunbury Leisure and Aquatic Centre, Sports Stadiums, Sprint Athletics Track and Hume Indoor Cricket Centre and forms a key part of the leisure service provided to the Hume community.

The incumbent will provide vision, leadership and energy to lead and manage the strategic and operational requirements of the Hume Leisure Fitness and Sport Unit. They will also ensure all key performance objectives are achieved, and financial targets are met.

This position requires an astute individual experienced in leading large teams, creating high energy work environments, who also has commercial acumen in the management of large and diverse work sites.

KEY RESPONSIBILITIES AND DUTIES

1. Strategic Leadership

- Provide excellent leadership by setting clear expectations, building capability and accountability, and ensuring professional service delivery within a safe, inclusive and high-performing workplace.
- Lead transparent and evidence-based decision-making, clearly communicate recommendations and risks, and ensure decisions are implemented in accordance with Council delegations, policies and governance requirements.
- Set the strategic direction for the Hume Leisure Fitness and Sport Unit, translate Council priorities into clear plans and performance measures, and ensure agreed outcomes and deliverables are achieved within budget.
- In conjunction with the Group Manager Hume Leisure, develop and implement key business strategies and business models to increase participation in aquatic and leisure activities.
- Lead an unrivalled, inclusive culture that values and develops people, promotes high performance and is customer focused.
- Demonstrate shared leadership across Hume Leisure by actively contributing to a united leadership approach, fostering collaboration across business units, and taking collective responsibility for operational performance, customer outcomes, financial sustainability and strategic success.
- Provide the Group Manager Hume Leisure and Manager Active Living with strategic advice and business performance reporting for the Hume Leisure Fitness and Sport Unit.
- Lead change initiatives by establishing a clear case for change, engaging affected stakeholders, managing implementation risks and embedding improvements in service delivery and workplace practices.
- Influence and collaborate across Council to align priorities, resolve complex cross-functional issues, and deliver integrated outcomes for the organisation and community.
- Use community insights, demographic data and service performance evidence to identify service gaps and development opportunities and establish short- and long-term strategies that improve equitable access, participation and community outcomes.
- Lead the implementation, monitoring and review of the Service Improvement Plan and any other associated council strategic action plans, ensuring initiatives are delivered within agreed timeframes and achieve intended outcomes.

2. People Leadership and Workforce Management

- Provide leadership, management and strategic direction to the leadership team and all staff in the Hume Leisure Fitness and Sport Unit.
- Role model Hume Leisure trademark behaviour and Council values, providing leadership, coaching and support to leaders across the business unit to strengthen capability, accountability and organisational culture.
- Implement workforce and people management strategies that support continuous improvement, employee engagement, professional development and service excellence.
- Establish and promote a workplace environment that supports and encourages innovation, respect, customer service, collaboration, and the delivery of feedback.
- Lead workforce planning, talent development and succession initiatives to build leadership capability, maintain service continuity, and ensure the Unit has the skills and capacity required to deliver future priorities.

- Work collaboratively with People and Culture to promote the processes and interventions that are necessary to improve performance, capability and the potential of all staff.
- Ensure employees understand their responsibilities, performance expectations and contribution to the Council Plan, Annual Action Plan and relevant Leisure strategic priorities.
- Ensure that all staff are aware of, and work within legislative requirements for the operation and management of a public aquatic and leisure facility.

3. Financial, Business and Strategic Performance

- Prepare and develop annual budgets (including supporting benchmarking and data, capital works bids, and relevant business cases) for review by the Group Manager Hume Leisure.
- Develop and implement initiatives to maximise Centre revenue. Monitor and report performance against key performance metrics and take proactive corrective action to ensure financial targets are met.
- Monitor and evaluate services, programs and business performance using financial, operational, customer and community outcome measures, and lead continuous improvement outcomes to enhance efficiency, accessibility and impact
- Ensure that all contracts and purchases are made in accordance with financial delegations and the provisions of Council's purchasing and procurement policies.

4. Business Operations and Stakeholder Management

- Ensure programs and services support the health, wellbeing and participation of the community and remain responsive to changing demographics and community needs.
- Drive excellence in frontline service delivery through visible leadership, robust operational standards, high-quality facility presentation, proactive issue resolution and a commitment to exceptional customer experiences.
- Drive fitness memberships across the business unit and ensure community health and participation outcomes are mapped, actioned and reported against.
- Build and maintain strong, collaborative relationships with community stakeholders, local clubs and sporting associations, government departments and Council departments to foster trust, support inclusive engagement and deliver shared outcomes for the Hume community.
- Develop and maintain productive relationships with sporting associations and governing bodies to promote participation and strengthen community access to sport and recreation opportunities.
- Lead the planning, delivery and evaluation of major projects, service reviews and business improvement initiatives to support the ongoing growth, sustainability and effectiveness of the Fitness and Sport Unit.
- Support implementation of key governing policies such as 'fair access & inclusion policy' Lease and License Framework and other HCC policies.
- Participate in industry networks and professional forums to maintain awareness of emerging trends, legislative changes and best practice.
- Ensure business operations comply with legislative, regulatory and industry requirements.
- Ensure compliance with Council policies, procedures, delegations and governance requirements.
- Ensure that all staff are aware of and comply with Occupational Health and Safety and legislative requirements for the operation and management of public aquatic and leisure

facilities, to promote a safe working environment for employees, contractors and customers.



Active Living



Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 4 of 13	Approved By: Manager People & Culture	Approval Date: September 2026
	Author: Manager People & Culture	Review Date: September 2027

Active Living Values



WE'RE BETTER EVERYDAY

We seek new ideas to achieve our goals and to grow



WE ARE IN IT TOGETHER

We give and receive feedback in an honest respectful manner



WE SHOW UP

We proactively take action to achieve our goals



ALL FOR HUME

We seek, evaluate and action on all community insights

ORGANISATIONAL RELATIONSHIPS:	
Reports to:	Group Manager Hume Leisure
Supervises:	Coordinator Indoor Sports and Bookings Coordinator Fitness Services
Internal Contacts:	Hume Leisure Fitness and Sport Team Leaders and Staff Hume Leisure Leadership Team Hume Leisure broader employee group Active Living Department Other Hume City Council staff
External Contacts:	Hume Residents/Ratepayers and other stakeholders that use the facilities Contractors and or consultants Government departments, Relevant Sports Bodies, statutory authorities, agencies and industry bodies, including Basketball Victoria, Fitness Australia, Netball Victoria. Relevant state and federal government departments Other leisure service providers Schools (including tertiary education institutions) and clubs Relevant unions

ORGANISATIONAL CONTEXT

VISION

Hume City Council will be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.

MISSION

To enhance the social, economic and environmental prosperity of our community through vision, leadership, excellence and inclusion.

OUR VALUES

At Hume City Council, our Values underpin everything that we do.

	We're better, every day We give things a go and value progress over perfection. We have permission to go for it and are expected to reflect and learn.
	We're in it together At Hume, everyone matters. We welcome and include all. Respect and safety are expected.
	We show up We empower and trust others and own our work. We rise to the challenges and are expected to do what we say we will.

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 6 of 13

Approved By:
Manager People & Culture

Author: Manager People & Culture

Approval Date: September 2026

Review Date: September 2027

OFFICIAL



All for Hume

We strive to achieve our best for the Hume Community. We are proud and passionate about working towards better outcomes and expect that they are at the centre of everything we do.

WORK HEALTH & SAFETY (WHS)

Employees are required to participate in the WHS process by:

- Following established safe working instructions, procedures and policies.
- Taking reasonable care for their own Work Health and Safety and that of others.
- Seeking assistance when unsure of practices, procedures and policies to perform a task.
- Reporting all incidents, injuries, near misses, damage to property and hazards as soon as practicable to their supervisor and the WHS Team.
- Actively participating and contributing to inspections, audits, team meetings and training.
- Ensure that relevant WHS legislation is complied with.

Managers, Coordinators, Team Leaders and Supervisors are required to participate in the WHS process by:

- Assist with the implementation of WHS policies, procedures, guidelines, work instructions and Control Plans.
- Consult with employees on WHS issues and support Health & Safety Representatives in their duties and/or requests.
- Discuss WHS issues as a part of team meetings.
- Conduct and document system reviews and inspections of employees and contractors with assistance from the WHS Team, manager(s), Health & Safety Representatives and/or employees.
- Ensure appropriate training and instruction is given to personnel allowing them to complete jobs safely and without risks to health and safety.
- Take appropriate action to alleviate any hazards, unsafe acts or omissions that are observed or brought to their attention and provide appropriate feedback and support.
- Conduct effective induction of all employees, followed by ongoing training to develop and maintain a high level of WHS awareness.
- Assist with the implementation of Return to Work Plans.
- Ensure that relevant WHS legislation is complied with.

RISK MANAGEMENT

Contribute to a positive risk management culture by complying with the *Risk Management Policy*, assisting with the implementation of the Risk Management Strategy and reporting risk management concerns and improvements to their supervisors and/or managers.

Manage risks in area of responsibility by complying with the WHS Policy and Processes and implementing appropriate risk management strategies.

Demonstrate Council's commitment to implementing best practice risk management processes.

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 7 of 13

Approved By:
Manager People & Culture

Author: Manager People & Culture

Approval Date: September 2026

Review Date: September 2027

OFFICIAL

STATEMENT OF COMMITMENT TO CHILD SAFE STANDARDS

Hume City Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

SERVICE PLANNING & CONTINUOUS IMPROVEMENT

It is a requirement of the Service Performance Principles of the *Local Government Act 2020* for Councils to continuously improve service delivery and service performance. Managers and Coordinators are responsible for undertaking service planning and continuous improvement in their area/s of responsibility and ensuring implementation of service plan actions in accordance with Council's Service Planning Framework.

ASSET MANAGEMENT

Staff are responsible for undertaking Asset Management functions in accordance with Council's Asset Management Policy to ensure Council assets continue to be appropriately managed and maintained.

ENVIRONMENTAL SUSTAINABILITY

Hume City Council has a strong and enduring commitment to environmental sustainability and prides itself on its leadership on a range of environmental issues. Council's Waste & Sustainable team and Climate Action Integration team lead Council activities in this area, however all Council departments have a direct responsibility for implementing environmental sustainability actions across all Council operations and services to the community.

Council's *Live Green Work Green* employee behavior change program encourages staff participation in reducing the environmental impact of Council operations. Staff are encouraged to join the environmental leadership team, the *Green Team*, which guides action in this area.

HUMAN RIGHTS APPLICATION

As a public authority Council is legislated to act in ways that are compatible with human rights. The Charter of Human Rights and Responsibilities Act 2006 (Vic) provides a framework to guide decision making, to manage risks and to ensure the business of government is carried out in a balanced, transparent, and accountable way. As an employee of a public authority consideration of the human rights of all who Council aims to serve facilitates the improved provision of services, policies and strategies.

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 8 of 13	Approved By: Manager People & Culture	Approval Date: September 2026
	Author: Manager People & Culture	Review Date: September 2027

POLICE CHECK: The incumbent must have and maintain a current Police Check	
WORKING WITH CHILDREN CHECK: The incumbent must have and maintain a current Working with Children Check	☒ YES ☐ NO
PRE-EMPLOYMENT MEDICAL CHECK - The incumbent must undergo a Pre-Employment Medical Check (including fitness for work and functional capacity assessments, muscular-skeletal screening and drug & alcohol test. May also include cognitive assessment.) - The incumbent must undergo a Pre-Employment Audio Test	☒ YES ☐ NO ☐ YES ☒ NO
OTHER DUTIES Responsibilities and duties included in this position description are subject to the <i>Multi-skilling</i> provisions of the <i>Hume City Council Enterprise Agreement</i> as varied from time to time.	

ACCOUNTABILITY AND EXTENT OF AUTHORITY

The incumbent is responsible and accountable for:

- Displaying and promoting Our Hume Values & Guiding Behaviors, Team Trademark and Purpose Statement.
- Maintaining knowledge of and working within Organisation Policies and Procedures including Equal Employment Opportunity (EEO) and Occupational Health and Safety (OHS) and Code of Conduct.
- In conjunction with the Group Manager Leisure, develop and implement strategic plans, policies and guidelines.
- Providing efficient and effective operational and strategic management.
- Service innovation and application of best practice and continuous improvement methodologies in the management of leisure sites.
- Responsible for all aspects of service delivery including staff management, financial management, designing and implementing required procedures and initiating programs to meet community needs.
- Providing direction and support to staff by leading, supervising and developing staff under their direction.
- Ensuring programs and services are carried out in accordance with relevant legislation, policies, budgets and Council guidelines.

JUDGEMENT AND DECISION MAKING

The incumbent is accountable for:

- Research, evaluate, implement and review requirements for leisure planning, resourcing and service delivery.
- Utilise complex problem-solving skills and sound independent judgment within broad goals, policies and relevant legislation, to ensure the delivery of services within regulatory and budgetary requirements.
- Using initiative to develop ideas and innovative responses, and planning and policy options for the provision of strategic advice and recommendations to the Group Manager Leisure and Manager Active Living.

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 9 of 13	Approved By: Manager People & Culture	Approval Date: September 2026
	Author: Manager People & Culture	Review Date: September 2027

- Provision of accurate and timely strategic advice and support to management and staff.
- Guidance and advice is not always available within the organisation.

SPECIALIST KNOWLEDGE AND SKILLS

The following knowledge and skills are required to be utilised:

- Demonstrated specialist knowledge and leadership experience in fitness, indoor sport and leisure operations, including the delivery of commercially sustainable and community-focused services.
- Extensive experience leading multi-disciplinary teams and managing diverse service portfolios within a leisure, recreation, sport, health or local government environment.
- Proven ability to develop and implement strategic plans, business plans and service strategies that drive participation, utilisation, customer outcomes and financial sustainability.
- Demonstrated experience in the strategic management and growth of fitness services, including membership growth, group fitness, personal training, allied health services and community wellbeing initiatives.
- Demonstrated experience in the activation, utilisation and growth of indoor sport and stadium facilities, including increasing participation, occupancy and community access opportunities.
- Highly developed commercial and financial management skills, including budget development and management, financial analysis, forecasting, business case preparation and performance reporting.
- Extensive stakeholder engagement and partnership development experience, including the ability to establish and maintain productive relationships with sporting associations, tenant groups, governing bodies, community organisations and government stakeholders.
- Demonstrated ability to influence, negotiate and collaborate with internal and external stakeholders to achieve strategic, operational and community outcomes.
- Strong knowledge and experience in the implementation of Council policies, strategic frameworks and governance requirements, including the Fair Access and Inclusion Policy, Lease and Licence Framework and other relevant Council policies.
- Demonstrated experience leading organisational change, continuous improvement initiatives and service reviews that enhance operational excellence, customer experience and business performance.
- Sound knowledge of relevant legislation, regulatory requirements and industry standards relating to occupational health and safety, risk management, public health and the operation of leisure and recreation facilities.
- Demonstrated ability to provide accurate, timely and strategic advice to senior leaders, elected representatives and key stakeholders.
- Sound understanding of local government governance and decision-making processes, including the relationship between local government, state government and relevant sporting and industry governing bodies.
- Demonstrated ability to contribute as a member of a senior leadership team, fostering collaboration, shared accountability and aligned leadership practices that drive organisational performance.

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 10 of 13	Approved By: Manager People & Culture	Approval Date: September 2026
	Author: Manager People & Culture	Review Date: September 2027

MANAGEMENT SKILLS

The following management skills are required to be utilised:

- Implement relevant legislation including EEO OHS, and ensure adherence to legislation, policies and procedures.
- Proven time management skills including setting priorities, organisation of work and meeting of deadlines in a complex and diverse work environment.
- Project management experience including knowledge of procurement, contractor engagement, supervision and OHS requirements.
- Successfully implement Council and senior management decisions.
- Oversee evaluation of contracts with external service providers and agencies.
- Demonstrated high-quality analysis and problem solving skills including the ability to achieve outcomes and deliver projects on time within budget allocations.

INTERPERSONAL SKILLS

The following interpersonal skills are required to be demonstrated:

- Highly developed oral and written communication skills including the ability to write high level reports and submissions, business plans, and strategy.
- Excellent communication, interpersonal and leadership skills and maintain relationships with internal (including staff) and external stakeholders.
- Develop, motivate and inspire team members to increase their own leadership capability, technical skillset and interpersonal skills
- Strong advocacy, relationship management and persuasion skills to ensure the aims and objectives of the unit are promoted to the community, Councillors, peak bodies, state and federal government in an articulate professional manner to achieve successful outcomes.

QUALIFICATIONS AND EXPERIENCE

The following qualifications and experience are required for the position:

- Tertiary qualifications either in leisure, recreation, fitness or sport management, facility management or a relevant business-related discipline with a least five years senior leadership experience.
- Demonstrated experience in development and implementation of strategic programs and policies and experience in operating and managing a large aquatic/fitness facility.
- Extensive experience in service delivery and sound financial management skills including budget development, financial analysis and development and implementation of business plans for leisure facilities.
- Demonstrated experience in leading and managing large number of employees, and implementation of people management strategies for the continual improvement of service delivery and professional development of all staff.
- Demonstrated experience in service innovation and application of best practice and continuous improvement methodologies in the management of leisure facility operations.
- Level 2 First Aid
- Current Driver's Licence
- Current Employee Working with Children Check

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 11 of 13	Approved By: Manager People & Culture	Approval Date: September 2026
	Author: Manager People & Culture	Review Date: September 2027

TASK ANALYSIS

In undertaking the inherent requirements of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights – above 10kgs	☐	☐	☐	☒
– below 10kgs	☐	☐	☐	☒
Manual handling frequency	☐	☐	☐	☒
Repetitive manual work	☐	☐	☐	☒
Repetitive bending/twisting	☐	☐	☐	☒
Repetitive kneeling/squatting	☐	☐	☐	☒
Working with arms above head	☐	☐	☐	☒
Lifting above shoulder height	☐	☐	☐	☒
Using hand tools – vibration/powered	☐	☐	☐	☒
Operating precision machinery	☐	☐	☐	☒
Close inspection work	☐	☐	☐	☒
Wearing hearing protection	☐	☐	☐	☒
Wearing eye protection	☐	☐	☐	☒
Wearing safety shoes/boots (steel cap) / gum boots	☐	☐	☐	☒
Wearing other relevant PPE	☐	☐	☐	☒
Working in dusty conditions	☐	☐	☐	☒
Working in wet/slippery conditions	☐	☐	☐	☒
Working with chemicals/solvents/detergents	☐	☐	☐	☐
Washing hands with soap (hygiene)	☐	☒	☐	☐
Working at heights	☐	☐	☐	☐
Working in confined spaces	☐	☐	☐	☒
Working in chillers (+4 degrees C)	☐	☐	☐	☒
Performing clerical duties	☐	☒	☐	☐
Working on a keyboard	☒	☐	☐	☐
Driving cars and/or trucks	☐	☐	☒	☐
Other (please specify)	☐	☐	☐	☒
Other special features (e.g. nature of chemicals, travelling requirements etc):				

VARIATION TO CONDITIONS OF EMPLOYMENT

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

The key responsibilities and duties in this Position Description are to be undertaken in accordance with the General Employee Handbook.

KEY SELECTION CRITERIA

Selection will be based on the following selection criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the position description:

1. Demonstrated experience in leading teams and service delivery operations within the leisure, recreation, fitness, sport, health or local government sectors, with a proven ability to create a positive, high-performing and customer-focused culture.
2. Proven experience in developing and implementing business, operational and service plans that improve participation, utilisation, customer outcomes and business performance.
3. Demonstrated commercial and financial management skills, including budget preparation and management, financial analysis, forecasting and performance monitoring.
4. Experience in managing fitness, sport, recreation or leisure services, including the delivery of programs, memberships, customer service outcomes and operational standards.
5. Highly developed stakeholder engagement and relationship management skills, with the ability to work effectively with sporting associations, community groups, tenants, governing bodies and internal stakeholders.
6. Demonstrated experience leading continuous improvement and change initiatives that enhance service delivery, operational performance and customer experience.
7. Sound knowledge of relevant legislation, compliance and governance requirements, including occupational health and safety, risk management and public health obligations relevant to leisure and recreation environments.
8. Well-developed communication, problem-solving and decision-making skills, including the ability to provide sound advice, manage competing priorities and resolve complex operational issues.
9. Demonstrated ability to work collaboratively as part of a leadership team, contributing to shared goals, aligned decision-making and consistent leadership practices across the department and organisation.

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 13 of 13	Approved By: Manager People & Culture	Approval Date: September 2026
	Author: Manager People & Culture	Review Date: September 2027