

## JOB DESCRIPTION

*Nutrition Australia is a national, not for profit, member based organisation inspiring healthy eating Australia wide. We are a leading provider of community-based education programs and credible, current and practical nutrition information.*



**Vision:** Healthy Eating for all Australians

**Mission:** Inspiring healthy eating

<b>JOB TITLE:</b>	Senior Project Officer, Consultancy	<b>STATUS:</b>	Permanent
<b>LOCATION:</b>	Carlton, VIC	<b>HOURS:</b>	Full-time
<b>REPORTS TO:</b>	Program Manager, Consultancy	<b>UNIT &amp; DIVISION:</b>	Victorian Division

### **ORGANISATIONAL CONTEXT:**

Nutrition Australia (NA) operates through a National Board with Divisions in States and Territories. The National Board is responsible for facilitating the delivery of healthy eating messages via state divisions, building capacity through advocacy, partnerships and collaboration; ensuring organisation sustainability and management of the brand. The State Divisions respond to national and local needs and opportunities for nutrition education, public health nutrition and health promotion programs, products and services.

### **KEY PURPOSE:**

The Consultancy Unit provides nutrition expertise and services to a range of external stakeholders including government departments, food industry, non-government organisations, community organisations and consumer groups. Services include the delivery of large-scale nutrition education projects, menu and food product assessments, the provision of support for interpreting and implementing government food and nutrition guidelines, recipe and new product development and nutrition education through face-to-face workshops and cooking demonstrations.

The primary purpose of this position is to deliver and manage the planning, implementation and evaluation of projects and services being completed by the Consultancy Unit. This includes providing support and oversight to project team members such as project officers, administration coordinators, consultants, volunteers and students.

The scope of this position includes:

- Manage and deliver the planning, implementation and evaluation of consultancy projects and services.
- Manage staff delivering consultancy projects and services to ensure all project deliverables and milestones are met as per contract / proposals.
- Build and maintain relationships to ensure successful collaboration between Nutrition Australia and relevant internal and external stakeholders.
- Support the Program Manager, Consultancy in identifying and progressing strategic direction of the Consultancy Unit and the organisation more broadly

## **KEY ACCOUNTABILITIES:**

### Project planning, implementation and evaluation:

- Plan, implement and evaluate Consultancy projects and services.
- In consultation with the Program Manager, Consultancy, support project officers and consultants to plan, implement and evaluate consultancy projects and services.
- Monitor project milestones and deliverables and report to the Program Manager, Consultancy at regular intervals
- Support the development and implementation of robust evaluation frameworks for all projects and services. Ensure that evaluation results contribute to continuous quality improvement.
- Oversee the delivery of education activities (workshops, seminars, cooking demonstrations) to different settings such as workplaces, early year services and the aged care setting as required.
- Prepare and deliver project reports to funders and project partners.

### Human resource management:

- Co-ordinate and support project officers, communications coordinator, consultants, volunteers and students.
- Oversee contractors, including digital agencies, website developers, researchers and associated contracts, deliverables and schedule of payments.

### Stakeholder engagement and management:

- Develop and manage day-to-day relationships with project partners and key stakeholders, including the development of new partnerships and sales opportunities in each setting.
- Identify future collaborative opportunities to engage stakeholders and expand Nutrition Australia's offerings and services.

### Support the management and strategic direction of the Consultancy unit

- Support the Program Manager, Consultancy as required to update the Consultancy project plan according to identified needs.
- Work with the Program Manager, Consultancy to identify new strategies to further the work of the Consultancy Unit.
- Work with the Program Manager, Consultancy to monitor project hours and budgets
- Contribute to funding applications through the development of proposals, tenders and tailored quotes.

### Organisational Responsibilities:

- Provide input into other Nutrition Australia programs, resources and services (e.g. website, publications) as relevant to area of knowledge.
- Attend monthly staff meetings and contribute to reports as requested by the Program Manager, Consultancy.
- Contribute to general organisational activities (e.g. National Nutrition Week, Annual General Meetings, trade displays and events, administrative/general office duties, staff professional development) as required.
- Represent Nutrition Australia as required.
- Maintain knowledge of contemporary nutrition issues in the key settings Nutrition Australia engages.
- Maintain appropriate professional development

### Occupational Health and Safety

- Contribute to maintaining a safe workplace and implementing health and safety policies and procedures.
- Attend training in the safe performance of assigned tasks as required.

## **RELATIONSHIPS:**

Reports To: The Program Manager, Consultancy and the Chief Executive Officer of the Victorian Division of Nutrition Australia.

Functional Interactions: Senior Project Officer represents the Victorian Division of Nutrition Australia and attends and contributes to discussions at Consultancy and Nutrition Australia staff meetings.

## **KEY RESULT AREAS (KRA's):**

Critical to success in this role are:

- Strong project management skills
- Effective relationship management and stakeholder engagement
- Leadership skills and ability to motivate and support others
- Excellent communication
- Knowledge/experience in nutrition/ public health nutrition/ health promotion/ food industry

## **SELECTION CRITERIA:**

### Qualifications/Experience

#### **Essential:**

- Tertiary qualifications and a minimum of 5 years' experience in public health nutrition/nutrition and dietetics/health promotion, preferably at postgraduate level.
- Eligible for Accredited Practising Dietitian (APD), Accredited Nutritionist (AN) and/or Registered Nutritionist (RNutr) or Registered Public Health Nutritionist (RPHNutr) status.
- Excellent organisational, project and task management skills, including demonstrated ability to set goals and targets, identify project risks, meet tight deadlines and handle competing demands.
- Demonstrated attention to detail and critical analysis skills.
- Demonstrated experience with building and maintaining relationships with relevant stakeholders, particularly across government departments, community organisations and commercial companies.
- Demonstrated high level written and oral communication skills, including contributing to the development of tenders and reports using clear, concise and grammatically correct language, and applying appropriate styles and formats.
- Experience in the development and facilitation of different education modalities such as resources, fact sheets, webinars, face-to-face workshops.
- Demonstrated leadership and staff management experience, including providing feedback and staff development.
- Excellent competency in Microsoft Office suite
- Knowledge of food labelling standards and the commercial food industry

#### **Desirable:**

- Knowledge of the public health nutrition landscape and population health outcomes.
- Knowledge and/or experience in the provision of healthy food and drinks, including planning of nutritious

menus for early childhood services, schools, hospitals, workplaces, sport and recreation centres and universities.

- Knowledge of the policies, guidelines and frameworks that direct the operation of early childhood services, schools, hospitals, workplaces, sport and recreation centres and universities.
- Current driver's license and own vehicle.
- Experience using project management software eg. Asana, Microsoft Project
- Experience using a Customer Relationship Manager (CRM) eg. Salesforce

### **Professional Requirements**

- Prepared to make a commitment to Nutrition Australia vision and values
- Committed to continuous quality improvement

### **Attributes**

- Service orientated
- Displays initiative, motivation and self confidence
- Reliable
- Ability to get along with others, teamwork
- Ability to work within a self-directed framework
- Ability to maintain professional relationships with key stakeholders

### **Application process**

Resume and cover letter due by 5:00pm Friday 16 August 2019 to Fiona Gardner  
[fgardner@nutritionaustralia.org](mailto:fgardner@nutritionaustralia.org)

Enquiries to Amber Kelaart, Consultancy Program Manager (03) 8341 5800.

Please note, due to a high volume of applicants, only successful candidates will be contacted.