

## 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>	Healthy Choices Coordinator – Healthy Eating Advisory Service	<b>STATUS:</b>	Contract to 30 June 2019 with possible ongoing
<b>LOCATION:</b>	Carlton, VIC	<b>HOURS:</b>	3 days per week (0.6 FTE)
<b>REPORTS TO:</b>	Team Leader, Healthy Eating Advisory Service	<b>UNIT &amp; DIVISION:</b>	Victorian Division

### **ORGANISATIONAL CONTEXT:**

Nutrition Australia (NA) operates through a National Board with Divisions in all States and Territories. The National Board is responsible for policy formation and the development of national programs. The State Divisions respond to local needs and opportunities for nutrition education, public health nutrition and health promotion programs, products and services.

### **KEY PURPOSE:**

The primary purpose of this position is to support implementation of the Healthy Choices guidelines in sport and recreation facilities. In addition this position will provide some support to universities, hospitals and health services and other workplaces.

The Healthy Eating Advisory Service (HEAS) is an initiative funded by the Victorian Government.

HEAS aims to build the knowledge, skills and capacity of food service staff, other staff and health professionals working in key settings across Victoria in order to improve the availability of healthy food and drinks across the State.

The service supports the strategic direction of the Victorian Government with respect to public health and wellbeing.

### **KEY ACCOUNTABILITIES:**

As Healthy Choices Coordinator for the HEAS you will be responsible for the following:

#### Ensuring effective delivery of HEAS to target settings:

- Establishing and maintaining an effective working relationship with the Team Leader and other staff.
- Maintaining a telephone and email advisory service to:
  - support settings to implement the Healthy Choices guidelines
  - provide advice about creating healthy eating environments
  - provide information and advice to health professionals in local communities supporting organisations to implement guidelines
- Delivering face to face training to health champions and other staff in target settings.
- Collecting and developing case studies demonstrating healthy changes to food and drink provision in sport and recreation facilities.

- Providing input into the development of communications strategies for various elements of work
- Engaging new organisations and stakeholders to increase uptake of HEAS
- Attending and contributing to relevant working groups and meetings
- Collecting process and impact data for reporting and evaluation under direction of the Team Leader and Program Manager
- Assisting with delivering the education component of HEAS where required
- Coordinating and supervising volunteers, students and consultant dietitians/nutritionists as required
- Maintaining an awareness of current issues impacting on the health of Victorians and public health in Victoria and nationally.

#### Ongoing development of the Healthy Choices component of the HEAS:

- Liaising with the Team Leader and other team members to continue to develop the HEAS
- Reviewing and updating processes for engaging with stakeholders in target settings
- Reviewing, updating and developing resources (including FoodChecker, online training and website) to support implementation of Healthy Choices guidelines in target settings
- Supporting the Team Leader and Program Manager as required to update the HEAS project plan according to identified needs
- Contributing to the development of new initiatives to engage with target settings
- Developing internal processes for successful implementation of HEAS.

#### Organisational responsibilities:

- Participating in organisational planning
- Providing input into other Nutrition Australia programs, resources and services (e.g. website, publications) as relevant to area of knowledge
- Attending and contributing to monthly staff meetings
- Contributing to general organisational activities (e.g. National Nutrition Week, Annual General Meetings, trade displays and events, administrative/general office duties, staff professional development).

#### Human Resources:

- Working with contract Nutritionists and Dietitians, Administration Officer, students and volunteers on project activities.

#### Occupational Health and Safety

- Contributing to maintaining a safe workplace and implementing health and safety policies and procedures
- Attending training in the safe performance of assigned tasks as relevant.

### **5. Relationships:**

Reports To: The Team Leader under the direction of the Program Manager and the Chief Executive Officer of the Victorian Division of Nutrition Australia.

Functional Interactions: The Healthy Choices Coordinator represents the Victorian Division of Nutrition Australia and attends and contributes to discussion at HEAS and Nutrition Australia staff meetings.

## 6. Key Result Areas (KRA's):

Critical to success in this role is:

- Ability to work proactively, effectively and co-operatively with both local and national stakeholders to deliver an effective service for workplaces in Victoria
- Effective delivery of the sport and recreation component of the HEAS as outlined in Key Accountabilities
- Continuous professional development and propensity to acquire knowledge
- Team effectiveness.

## KEY SELECTION CRITERIA:

### Qualifications/Experience

#### **Essential:**

- Tertiary qualifications in at least one of the following: public health nutrition, nutrition or dietetics.
- Knowledge and understanding of the Victorian public health nutrition landscape.
- Excellent understanding of the nutrition policies, guidelines and frameworks that direct the operation of Victorian sport and recreation services, as well as hospitals and health services, tertiary education and other workplaces
- Excellent written and verbal communication and interpersonal skills
- Experience in developing and maintaining relationships with a diverse range of stakeholders
- Experience and confidence in presenting to various audiences
- Excellent organisational and task management skills, including demonstrated ability to set goals and targets, meet tight deadlines and handle competing demands
- Ability to work independently or as part of a team
- Demonstrated attention to detail and critical analysis skills
- Demonstrated experience in resource development
- An understanding of program planning, specifically in relation to public health nutrition programs
- Current driver's license.

#### **Desirable:**

- Experience in supporting provision of healthy food and drinks, including planning of nutritious menus for relevant retail outlets, catering and vending machines
- Understanding of policies and guidelines and frameworks that direct the operation of Victorian early childhood services and schools, specifically with regard to nutrition and healthy eating.

### Professional Requirements

- Prepared to make a commitment to Nutrition Australia's 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.
- Willingness to learn

**Applications with CV and cover letter due by 14 January 2019 to Sally Ham**

**[sham@nutritionaustralia.org](mailto:sham@nutritionaustralia.org)**

**Enquiries to Kirsten Johnson 8341 5800**