**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:** Optimal health for all Australians through nutrition

**Mission:** Inspiring healthy eating through community-based education and credible, current and practical nutrition information.

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Senior Project Officer, Healthy Choices Project</th>
<th>STATUS:</th>
<th>Contract</th>
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<tbody>
<tr>
<td>LOCATION:</td>
<td>Secondment Department of Health, Melb</td>
<td>HOURS:</td>
<td>Part time 30.4 hours/week (0.8 FTE) until 30 June 2015 or Part-time 19 hours/week (0.5 FTE) until 30 November 2015</td>
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<tr>
<td>REPORTS TO:</td>
<td>State Public Health Nutritionist, Department of Health</td>
<td>UNIT &amp; DIVISION:</td>
<td>Victorian Division</td>
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**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:**

Healthy Together Victoria is a comprehensive preventative health initiative of high public profile. The aim is to improve people’s health where they live, learn, work and play by taking a systems approach to preventing chronic disease. Healthy Together Victoria incorporates policies and strategies to support health across Victoria, including targeted support to twelve locally-led Healthy Together Communities. Encouraging healthy eating is a core focus of this initiative.

The Victorian Healthy Eating Enterprise is an initiative established to support this prevention effort. The VHEE encompasses a range of actions undertaken by the Victorian government in partnership with local government, business, industry, health professionals and communities, underpinned by a shared vision to improve the health and wellbeing of Victorians through food.

Following the release of the Australian Dietary Guidelines and the Department of Health’s Healthy Food Charter, there is renewed impetus to maximise the availability and promotion of healthy choices in public and community settings. This involves a dual focus of encouraging healthier food and drinks, and reducing the prominence and availability of less healthy options.

While there is ongoing work to improve the supply of healthy food and drinks in children’s settings, including schools and early childhood settings, there is opportunity to expand this approach across other government funded sectors and community settings that are engaged in the supply or retail of food and drinks.

*Healthy Choices: food and drink guidelines for Victorian public hospitals* was released in 2010 by the Victorian Department of Health and provided voluntary guidelines for hospital retail outlets to increase healthy food and drink choices by staff, visitors and the general public.

This additional capacity will focus on the review and adaptation of existing guidelines for application within other government funded sectors, facilities and events where food and drinks are available.
Responsibilities and accountabilities:
Specific actions include, but are not limited to the following:

- Repeat the *Healthy Choices* baseline survey to assess uptake and effectiveness of voluntary implementation since 2010. This survey will be undertaken in conjunction with the Healthy Eating Advisory Service.
- Review, develop and adapt the *Healthy Choices* guidelines to support healthier food and drink choices in kiosks and vending machines within:
  a. Public facilities—sporting and recreation facilities (e.g. swimming pools)
  b. Parks and playgrounds
  c. Community festivals and events
- Support new partnerships with state level organisations to embed healthy food and drink guidelines for food outlets and vending machines as a key driver for system change through Healthy Together Victoria.
- Develop evaluation and quality control measures to ensure effective implementation of guidelines applied in new settings.
- Scope the establishment of a state network to increase engagement and uptake of *Healthy Choices* in settings across Victoria, with an initial focus on hospitals.
- Identify and undertake initial steps to progress Healthy Government Food Procurement via Health Purchasing Victoria. By applying nutrition criteria to public sector food procurement there are opportunities to increase the healthy food choices offered in all government funded sectors.

Relationships:

Reports to: State Public Health Nutritionist, Department of Health

Functional interactions: The Senior Project Officer will work with and consult staff at Nutrition Australia on issues relevant to Nutrition Australia’s work. The Senior Project Officer will attend and contribute to monthly Nutrition Australia team meetings

Key Result Areas (KRA’s):

Critical to success in this role is the ability to work proactively and co-operatively with stakeholders to deliver the Nutrition Review Project.

- Meet all deliverables as outlined in point 4
- Effectiveness of collaboration
- Professional development and propensity to continuously acquire knowledge
- Team effectiveness
- Relationship management.
Key Selection Criteria:

Essential:
- Accredited Practising Dietitian (APD) and/or Accredited Nutritionist status (including current DAA membership) or equivalent.
- Tertiary qualifications and a minimum of 5 years experience in public health nutrition/nutrition and dietetics/health promotion, preferably at postgraduate level.
- High level conceptual, analytical and critical appraisal skills, specifically applied to assessment of evidence, interpretation and discernment of best practice interventions.
- Excellent knowledge and understanding of public health nutrition
- Detailed understanding of evidence-based research, population health outcomes and program planning in population health and nutrition
- Knowledge in the policies, guidelines and frameworks of the State and Federal Governments.
- Excellent writing, review and editing skills including the ability to write in different styles as required and develop a range of diverse resources.
- Excellent organisational, project and task management skills, including demonstrated ability to set goals and targets, meet tight deadlines and handle competing demands.
- Experience in consulting with relevant stakeholders at varying levels and across Government Departments.
- Ability to develop strategies that reflect available evidence and that gain the support of key stakeholders.
- Experience with building and maintaining relationships with government (state and local), non-profit organisations and the private sector.

Professional Requirements
- Prepared to make a commitment to Nutrition Australia’s vision and values
- Committed to continuous quality improvement
- Health industry experience.

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.

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<tr>
<th>Submissions due by:</th>
<th>COB Monday 6 October 2015</th>
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<tbody>
<tr>
<td>Submit CV, response to key selection criteria and cover letter to Sally Ham:</td>
<td><a href="mailto:sham@nutritionaustralia.org">sham@nutritionaustralia.org</a></td>
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