NUTRITION AUSTRALIA ACT INC.
5/70 Maclaurin Cres
Chifley ACT 2606

Closing Date: Thursday 6 August 2015

Public Health Nutritionist

Nutrition Australia ACT (NA ACT) Incorporated is a non-government, Health Promotion Charity that aims to inspire healthy eating in the ACT community. NA ACT operates through a Committee of Management ensuring good governance practices and management.

In partnership with the ACT Government, NA ACT is seeking a qualified and experienced Public Health Nutritionist to join their team as part of the establishment of a central nutrition support and advice service for the ACT.

Background:

The Healthy Weight Initiative (HWI) forms the core of the ACT Government's approach to combating the rising rates of overweight and obesity in the ACT. It is a whole of government initiative that works across multiple directorates and builds upon the many programs and initiatives already in place within the ACT.

This initiative is guided by the Towards Zero Growth Healthy Weight Action Plan (the Action Plan) which was launched in October 2013. The Action Plan sets a bold target of “zero growth” in the rates of overweight and obesity within the ACT.

Under the Action Plan, six implementation groups have been established to manage the implementation of a number of actions. The implementation groups are workplaces, schools, food environment, urban planning, social inclusion and evaluation.

A number of these implementation groups have identified a need for a nutrition advisory service (NAS) to support the implementation of the deliverables under the initiative. The NAS will provide a range of support services via email/internet, telephone and in person and undertake a number of projects for key stakeholders. This includes undertaking nutritional analysis and audits/reviews, developing and delivering workshops, developing reports/resources and providing other advice and support. The NAS is fundamental to the success of the Healthy Weight Initiative and complements the ACT Health Promotion Grants Nutrition Support Service (NSS) which is already in operation in the ACT.

For further information on the ACT Government’s Healthy Weight Initiative, please go to www.act.gov.au/healthyliving.

Key Purpose of position:

The purpose of this position is to facilitate the day to day operation of the Healthy Weight Initiative Nutrition Advisory Service (NAS) which supports a range of government initiatives to improve health outcomes for the ACT population.

As a member of NA ACT team, duties to be performed are of a complex and varied nature requiring a high level of independence.
Key Roles for the position include:

- Manage the day to day operations of the service including the management and co-ordination of a number of projects and supervision of staff contracted to undertake adhoc projects for the service.
- Manage, co-ordinate and deliver a range of activities including research and development of resources, delivery of general seminars and workshops.
- Deliver evidence based nutrition advice, support and education workshops to targeted population groups.
- Facilitate the advisory service via email/internet, telephone and in person to address community concerns and queries.
- Work collaboratively with key stakeholders and clients including ACT government personnel and non-government organisations to build productive working relationships.
- Participate in evaluation and reporting processes including maintaining accurate database and information records.
- Prepare high level reports and related documents for various projects.
- Undertake and monitor nutritional analysis of food and drinks, menu reviews and audits of food and drinks supplied in food service outlets, canteens and vending machines, to enable assessment against healthy food and drink policies.
- In collaboration with the Program Manager and Executive Officer, ensure the service aligns with and complements the NSS.
- Work collaboratively within the NA ACT team, contributing to the overall achievements of the goals of NA ACT, its programs and services.

The selection criteria below describe the skills, personal attributes and qualifications which are considered important for successful performance in the role:

**Essential qualification:**

- Tertiary qualifications in Nutrition and/or Dietetics - with professional registration with either Dietitians Association of Australia as an Accredited Practicing Dietitian OR Registered Nutritionist with Nutrition Society of Australia
- Current Class C Drivers Licence and own transport
- Registered under the Working with Vulnerable People (background checking) Act 2011

**Desirable qualification:**

- Certificate IV in Trainer and Assessment

**Other requirements:**

- The successful applicant must have a minimum of five years experience in the following:
  - provision of nutrition advice
  - delivery of education and training using adult education and training principles
  - incorporation of food safety principles into the provision of relevant advice, education and training.
  - community or public health nutrition.
Selection criteria:

1. Demonstrated project management, planning and evaluation skills and experience in relation to public health nutrition projects and services.
2. High level computer literacy and information management skills with attention to detail.
3. Demonstrated experience in developing and delivering evidence based food and nutrition training programs for a range of organisations and audiences.
4. Experience in communicating effectively as a team leader, building and maintaining relationships with stakeholders, colleagues, partners and the general public.
5. Understanding of the health and nutrition environment within the ACT population.
6. Demonstrated experience in preparation of quality written reports, policies, procedures and promotional material.
7. Excellent organisational and time management skills including the ability to achieve results, manage competing priorities/deadlines and meet deadlines with demonstrated initiative, flexibility and sound judgement.
8. Understanding of Workplace Occupational Health and Safety policies including Food Safety practices.
9. Commitment to policy and practice in respect to inclusiveness and cultural awareness.

Responsible to:

Program Manager and Executive Officer

Terms:

2 year initial contract of employment with possibility to extend
38 hours per week (9.00am – 5.00pm Canberra week days)

Remuneration:

Salary: $91,000 - $96,000 per annum including 9.5% superannuation contribution

Closing date and submitting application:

Please complete your application including 2 referees by Thursday 6 August 2015.
Applications should be submitted by email to lleston@nutritionaustralia.org
Or alternately you may wish to post it to:

Nutrition Australia ACT Inc.
Chifley Health Hub
5/70 Maclaurin Cres
Chifley ACT 2606

Further information:

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