

## Position Description

<b>Position Title</b>	Senior Public Health Nutritionist/Dietitian
<b>Location</b>	Canberra
<b>Classification</b>	Equivalent to ACT Public Sector Health Professional Level 3 or 4
<b>Hours</b>	Full time, 38 hours per week
<b>Status</b>	Temporary full time till 28 February 2020 with opportunities to extend
<b>Reports to</b>	Program Manager

### Organisational Context

Nutrition Australia (NA) is a non-government health promotion organisation that operates through a National Board with Divisions in all States and Territories. The State Divisions respond to national and local needs and opportunities for nutrition education, public health nutrition and health promotion programs, products and services.

Nutrition Australia ACT (NAACT) Incorporated aims to inspire healthy eating in the ACT community.

### Primary purpose

This role will provide nutrition expertise and support to population health promotion projects, working collaboratively with the Health Promotion team within ACT Health.

The purpose of this position is to facilitate the day-to-day operation of the ACT Nutrition Support Service (ACTNSS), which supports a range of government initiatives to improve health outcomes for the ACT population.

### Key responsibilities

As a member of the NAACT team, duties are of a complex and varied nature requiring a high level of independence.

- Manage the day-to-day operations of the ACTNSS 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 ACTNSS via email/internet, telephone and in person to address community concerns and queries. This includes facilitating social media posts, writing newsletter items and updating website content.
- Work collaboratively with key stakeholders and clients including ACT Government personnel, non-government organisations and local businesses 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, ensure the service aligns with and complements other NAACT programs and services.
- Work collaboratively within the NAACT team, contributing to the overall achievements of the goals of the organisation, its programs and services.

## **Our ideal candidate**

To be successful in this role you will have:

- A minimum of five years of relevant industry experience in community or public health nutrition or a similar field.
- Project management skills, including the ability to work collegiately across different programs to deliver pragmatic and evidence-based outcomes.
- A mature and considered approach to stakeholder engagement and ability to work collaboratively with diverse stakeholders.
- Sound knowledge of relevant national public health nutrition initiatives and issues relevant to the ACT.
- High level computer literacy skills and attention to detail.

## **Essential qualifications**

- Tertiary qualifications in Nutrition and/or Dietetics - with professional registration with either the Dietitians Association of Australia as an Accredited Practising 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 qualifications**

- Certificate IV in Training and Assessment
- Registered Public Health Nutritionist

### **Selection criteria**

- Demonstrated skills and experience in project management, planning and evaluation in relation to public health nutrition projects and services including the ability to achieve results, manage competing priorities and meet deadlines with demonstrated initiative, flexibility and sound judgement.
- Experience in communicating effectively as a team leader including representational skills and an ability to build and maintain relationships with diverse stakeholders.
- Demonstrated understanding of public health nutrition, and broader population health environment, within the ACT.
- Highly developed written and oral communication skills.
- Understanding of Workplace Occupational Health and Safety policies including food safety practices.
- Commitment to policy and practice in respect to inclusiveness and cultural awareness.

### **Applications**

Please provide a statement addressing the selection criteria (up to three pages) with cover letter and resume (including details of two referees) by 5:00 pm Monday 15 April 2019 via [lelliston@act.nutritionaustralia.org](mailto:lelliston@act.nutritionaustralia.org)

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