

## 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>	Digital Nutrition Project Officer, Healthy Eating Advisory Service	<b>STATUS:</b>	Contract to 30 June 2022 with possibility of ongoing.
<b>LOCATION:</b>	Working from home and Richmond, Victoria	<b>HOURS:</b>	Full time (1.0FTE)
<b>REPORTS TO:</b>	Senior Digital Officer, Healthy Eating Advisory Service	<b>UNIT &amp; DIVISION:</b>	Healthy Eating Advisory Service, 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 the maintenance and enhancement of our food and drink assessment tool (FoodChecker), food and drink databases, and provide general implementation support.

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 Digital Nutrition Project Officer for HEAS you will be responsible for the following:

#### Supporting development and maintenance of FoodChecker and eLearning

- Assisting with scoping requirements, proposing solutions, developing processes, liaising with developers, performing testing, and providing feedback under the guidance of the Senior Digital Officer.
- Liaising with the HEAS nutrition policy advisors and government departments to translate nutrition guidelines and criteria into functions and content for FoodChecker.
- Managing a food and drink database, including classifying food and drinks according to government guidelines and other criteria.
- Maintaining documentation to a high standard.
- Maintaining positive working relationships with internal and external stakeholders including team members, government representatives, and website developers.
- Identifying issues and performing testing as required.

- Supporting the administration of the eLearning platform, including modifying training content as required.

#### Infoline support

- Maintaining a telephone and email advisory service to support FoodChecker and eLearning users.
- Providing general Infoline support for early childhood services, schools, hospitals, sport and recreation centres, and other organisations.

#### 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 Senior Digital Officer under the direction of the Program Manager and the Chief Executive Officer of the Victorian Division of Nutrition Australia.

Functional interactions: The Digital Nutrition Project Officer represents the Victorian Division of Nutrition Australia and attends and contributes to discussion at HEAS and Nutrition Australia staff meetings.

### **6. Key result areas (KRAs):**

Critical to success in this role is:

- Organisation
- Attention to detail
- Logic, analytical thinking and problem solving skills
- Ability to work proactively and effectively with internal and external stakeholders
- Team effectiveness

### **KEY SELECTION CRITERIA:**

#### Qualifications/Experience

##### **Essential:**

- Tertiary qualifications in nutrition and/or dietetics
- Experience in any of the following: Digital projects, managing databases, developing processes and workflows.
- Demonstrated attention to detail and critical analysis skills.
- Excellent written and verbal communication and interpersonal skills

- Experience in developing and maintaining relationships with a diverse range of stakeholders.
- Intermediate level of expertise using Microsoft Excel.
- 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 and as part of a team.
- Demonstrated experience applying logic, analytical thinking and problem solving.

**Desirable:**

- Understanding of the nutrition policies, guidelines and frameworks for retail food outlets, catering and vending, schools and early childhood education services in Victoria, South Australia and/or Queensland.
- Previous experience in any of the following:
  - performing menu assessments and/or supporting organisations to supply healthier foods and drinks
  - working on a similar web application, or food and drink database
  - working with food industry or food services
  - working in public health or health promotion

Professional requirements

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

Attributes

- Displays initiative, motivation and self-confidence.
- Reliable.
- Ability to get along with others.
- Ability to work autonomously and as part of a team.
- Ability to maintain professional relationships with key stakeholders.
- Willingness to learn.