

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 and sustainable eating for all Australians

Mission: Improve the food system to create healthier communities

JOB TITLE:	Program Manager	STATUS:	Contract until 2027 (possibility of extension)
LOCATION:	Perth, Western Australia	HOURS:	Full time
REPORTS TO:	Chief Executive Officer	UNIT & DIVISION:	Vic, SA, TAS, WA

ORGANISATIONAL CONTEXT:

[Nutrition Australia \(NA\)](#) is Australia's leading nutrition non-profit organisation, providing information, education and business-to-business (B2B) consultation and advisory services to help Australians achieve optimal health through good nutrition. Established as a not-for-profit organisation more than 40 years ago, we improve the health of all Australians through public health nutrition, health promotion and large-scale education initiatives. Nutrition Australia delivers specialised nutrition advisory and support services with partners and clients ranging from large corporate multinationals and government departments to the food industry, hospitals, universities, schools and early childhood education and care services. Our unique offering combines scientific credibility with experience and independence, making our team of nutrition experts the foremost advocates for public health nutrition in Australia.

KEY PURPOSE:

The primary purpose of this position is to manage the implementation of the Western Australian Whole of School Healthy Eating Program, an initiative funded by the Western Australian Government, Department of Health.

The Whole of School Healthy Eating Program (WOSHEP) will establish a state-wide advisory and implementation support service based in Western Australia for all schools across WA and which will ensure that healthy eating is integrated into the school curriculum, school policies, and the school food environment, as is recommended best practice

This comprehensive service will be an all- in- one- place service where the whole school community - leadership, teachers, canteen and food service staff, students and families including professionals supporting schools will be able to access tools and resources that will build their capacity to create and sustain healthy school food environments.

KEY ACCOUNTABILITIES:

As Program Manager of the WOSHEP you will be responsible for the following:

Leadership

- Lead, manage and develop the WOSHEP team and provide ongoing support and coaching to direct and indirect reports in the achievement of program goals.
- Generate buy in and support for WOSHEP and other Nutrition Australia initiatives and services.
- Translate strategic objectives into a strategic business plan, ensuring team members understand their roles in achieving set outcomes.
- Foster an environment of collaboration and sharing of best practice within the team and across the organisation.

- Play an active role in the organization's senior management team including collaborating with other senior managers as required.
- Contribute to organisational strategic direction and planning.
- Contribute to identification and implementation of efficiencies.

Program management and business planning

- Negotiate deliverables with the Department of Health.
- Develop, implement and manage WOSHEP's project plans.
- Identify risks that could impact the achievement of these plans and put a risk management strategy in place.
- Manage all contractual obligations and funding submissions and ensure all obligations are met and continue to meet the objectives of the program.
- Oversee the development a program brand, including the development of program name and associated visual assets such as logo, style guides and templates
- Oversee the development of the engagement strategy in conjunction with the WOSHEP team to engage organisations in program activities and outcomes.
- Manage and monitor the program budget.
- Identify operational efficiencies to ensure service delivery excellence
- Identify opportunities for WOSHEP sustainability.

Stakeholder and relationship management

- Establish and manage stakeholder relationships to ensure support for the WOSHEP and organisational objectives including taking a lead engagement role with the Department of Health, Department of Education, Western Australian School Canteen Association (WASCA), Aboriginal Health Council of Western Australia, Federation of Canteens in Schools (FOCiS), National Canteen Network and Refresh.ED.
- Act as the WOSHEP public spokesperson.
- Advocate for extension of funding, including managing Nutrition Australia's contribution to submissions and other processes.
- Active participation on relevant networks and advisory committees.

Program evaluation and reporting

- Manage the evaluation of the program to ensure the robust evaluation of identified program activities and that findings inform continuous quality improvement and future plans.
- Develop program reports for the Department of Health including quarterly data and annual reports.
- Provide CEO and other stakeholders with program reports as required.

Occupational Health and Safety

- Contributing to maintaining a safe workplace and implementing health and safety policies and procedures

Such other duties as directed and consistent with an employee's level of skill, competence and training.

5. Relationships:

Reports To: The Chief Executive Officer of the Vic, SA, Tas, WA Division of Nutrition Australia.

Functional Interactions: The WOSHEP Program Manager represents the Vic, SA, Tas, WA Division of Nutrition Australia and attends and contributes to discussion at WOSHEP and Nutrition Australia staff meetings.

6. Key Result Areas (KRA's):

- Program planning
- Team leadership
- Budget management
- Strategic planning

KEY SELECTION CRITERIA:

Essential:

Qualifications, Experience, Knowledge and Skills

- Experience in establishment and management of a public health program
- Tertiary qualifications in at least one of the following: public health nutrition, health promotion, nutrition or dietetics.
- High level knowledge and understanding of the Western Australian public health nutrition landscape.
- Excellent understanding of the policies, guidelines and frameworks that direct the operation of Western Australian schools, specifically regarding nutrition and healthy eating.
- Experience in advising the provision of healthy food and drinks for schools.
- Extensive program management experience.
- Excellent written and verbal communication and interpersonal skills.
- Demonstrated leadership skills and experience in staff development, management and leading a team to meet key outcomes.
- Extensive experience in developing and maintaining relationships at a senior level with government and non-government organisations 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.
- Financial management skills ensuring that programs are delivered within budget.
- Excellent problem-solving skills.
- Demonstrated attention to detail and critical analysis skills.
- Demonstrated experience in resource development.
- Experience in program planning, specifically in relation to public health nutrition programs.

Desirable:

- A good understanding of evidence-based research and ability to translate high level research as well as relevant guidelines and policies into resources that are usable by the general public.
- Knowledge and understanding of evidence-based health promotion strategies and how these contribute to developing healthier communities.
- Current driver's license and own vehicle.

Professional Requirements

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

Attributes

- Professional
- Motivated
- Confident
- Reliable
- Team oriented
- Self-directed
- Flexible

