

Position description

NUTRITION POLICY ADVISOR – HEALTHY EATING ADVISORY SERVICE

Role title: Nutrition Policy Advisor	Status: contract until 30 June 2026
Location: Richmond and work from home	Hours: Full time (38 hours per week)
Reports to: Nutrition Manager, Healthy Eating Advisory Service	

About National Nutrition Foundation

National Nutrition Foundation is an independent, national not-for-profit organisation that enables Australians to enjoy nutritious foods and drinks through collaborations, programs and services, and advocacy initiatives. National Nutrition Foundation is a new brand, with a proud 45-year history.

Our flagship programs; the [Healthy Eating Advisory Service](#) and the [School Nutrition Advisory Program \(FreshSNAP\)](#) are statewide initiatives supported by the Victorian and Western Australian Departments of Health to create healthier food environments. The Nutrition Programs & Services unit provides nutrition expertise and services to a range of stakeholders including government departments, food industry, non-government organisations, community organisations and consumer groups.

The role

The Healthy Eating Advisory Service (HEAS) is a statewide program supported by the Victorian Government. It aims to provide effective, innovative and evidence-informed support to organisations to create healthier food environments. We achieve this through the provision of capacity building, implementation support, and food systems influence.

The program supports the strategic direction of the Victorian Government with respect to public health nutrition and wellbeing.

The primary purpose of this position is to be the key nutrition advisor on Healthy Choices guidelines for health services and sport and recreation facilities, and the School Canteen policy. Support for schools and sport and recreation facilities will occur mainly through implementation of Vic Kids Eat Well (VKEW), which is supported by the Victorian Government, and delivered by Cancer Council Victoria's Achievement Program, in partnership with National Nutrition Foundation's Healthy Eating Advisory Service. In addition to being the Healthy Choices subject matter expert, you will also be required to understand the policies and guidelines relevant to other settings and have a basic ability to provide implementation support.

Key accountabilities:

- Supporting health services to maintain compliance and report on the *Healthy choices: policy directive*
- Providing coaching and training to health services
- Maintaining a telephone and email advisory service to:
 - Support health services, related food industry, caterers and other settings to implement policy and guidelines and meet requirements
 - Provide advice about creating healthy food environments and offerings
 - Provide information and advice to health professionals supporting organisations to implement guidelines.
- Collaborating with partner programs and research partnerships, including Vic Kids Eat Well and the Achievement Program
- Providing support to organisations listed on or in the process of being listed on the Catering for Good directory
- Providing technical nutrition advice on the Healthy Choices guidelines and its application in FoodChecker
- Providing digital support to maintain and improve FoodChecker including supporting users, scoping products, and testing functionality.
- Reviewing, updating, and developing resources
- Collecting and developing case studies
- Providing input into the development of communications including social media and e-newsletters
- Engaging organisations, relevant food service, and stakeholders
- Attending and contributing to relevant working groups and meetings.

Other:

- Collecting process and impact data for reporting and evaluation under direction of the Nutrition Manager and Program Manager
- Supporting the Nutrition Manager and Program Manager as required to update the project plan and strategic planning
- Contributing to the development of new initiatives to engage with target settings, such as campaigns and promotional activities
- Developing and maintaining internal processes.

Organisational responsibilities

- Participating in organisational planning.

- Providing input into other National Nutrition Foundation programs, resources, and services (e.g. website, publications) as relevant to area of knowledge.
- Attending and contributing to staff meetings.
- Contributing to general organisational activities
- Maintaining an awareness of current issues impacting on the health of Victorians and public health in Victoria and nationally.

Human Resources:

- Working with students, and volunteers on project activities.
- Participating in ongoing professional development

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.

Relationships

Reports to:

- HEAS Nutrition Manager

Functional Interactions:

- HEAS team
- Marketing team
- Co-CEOs
- FreshSNAP team
- Volunteers and students

Key Result Areas (KRAs):

Critical to success in this role are:

- Technical nutrition expertise
- Ability to work proactively, effectively, and co-operatively with stakeholders
- Effective delivery of the Key Accountabilities

Key selection criteria

Qualifications/Experience

Essential:

- Tertiary qualifications in dietetics and eligible for Accredited Practising Dietitian (APD) status.
- Knowledge and understanding of the Victorian public health nutrition landscape.
- Excellent written and verbal communication skills and interpersonal skills.
- Experience in developing and maintaining relationships with a diverse range of stakeholders.
- Confidence in presenting to various audiences and facilitating sessions.
- Excellent organisational and task management skills, including demonstrated ability to set goals and targets.
- Demonstrated experience in resource development.
- Ability to work independently and as part of a team.
- Demonstrated attention to detail and critical analysis skills.
- Current driver's license.

Desirable:

- Experience in public health nutrition, and/or health promotion role.
- Confidence with interpretation and application of the nutrition criteria of policies and guidelines that direct the operation of Victorian health services.
- Experience in supporting the provision of healthy food and drinks, including planning of nutritious menus for relevant retail outlets, catering and vending machines.
- An understanding of policies, guidelines and frameworks that direct the operation of Victorian health services and workplaces specifically regarding nutrition and healthy eating.
- An 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-informed health promotion strategies and how these contribute to developing healthier communities.

Professional Requirements

- An understanding and alignment to National Nutrition Foundation's vision and values.
- A commitment to continuous quality improvement.

Attributes

- Displays initiative, motivation, and self confidence.
- Reliable.
- Ability to get along with others and work within a teamwork.
- Ability to work within a self-directed framework.
- Ability to maintain professional relationships with key stakeholders.

How to apply

- Submit your application via [Seek.com](https://www.seek.com.au) by 5pm Sunday 4th May, including your resume and a cover letter outlining how you meet the key selection criteria listed above.
- If you have any questions or queries, please email us at careers@nnf.org.au.