

# Position description

## PROJECT OFFICER – HEALTHY EATING ADVISORY SERVICE

<b>Role title:</b> Project Officer	<b>Status:</b> Contract until 30 June 2026
<b>Location:</b> Richmond and work from home	<b>Hours:</b> Full time (38 hours per week)
<b>Reports to:</b> 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 provide project support to the HEAS team, assist with nutrition data management, and the application of nutrition criteria to food and drinks assessment tool, FoodChecker. The role will require an understanding of the policies and guidelines relevant to each of the settings HEAS supports including

early childhood services, schools, hospitals, sport and recreation facilities, and be able to provide a basic level of support to enquiries received.

### **Key accountabilities:**

#### Support to the HEAS team

- Providing project support to the HEAS team, including:
  - assisting to review, update, and develop HEAS resources, presentations as required
  - providing support to the review of nutrition guidelines, such as Healthy Choices, and scoping for future updates to the *Menu planning guidelines for long day care*.
- Maintaining a telephone and email advisory service to:
  - early childhood services, schools, hospitals, sports clubs, sport and recreation facilities, and other organisations
  - provide a basic level of support to general enquiries
  - delegate out technical nutrition/policy enquiries to the appropriate HEAS team member where required.
- Maintaining a positive working relationship with external stakeholders, via the infoline, including health professionals and other key contacts within the different organisations supported by HEAS.

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

- Liaising with the internal staff and external stakeholders to apply nutrition criteria into functions and content for FoodChecker.
- Maintain food and drink databases, including classifying food and drinks according to government guidelines and other criteria and scoping of ingredients.
- Maintaining accurate and detailed documentation.
- Supporting the administration of the eLearning platform.
- Assisting with development projects, including investigating issues, performing testing and providing feedback.
- Provide telephone and email support to FoodChecker and eLearning users.

### **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 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:

- Digital Product Manager
- HEAS team
- Marketing team
- Communications Officer
- Co-CEOs
- FreshSNAP team
- Volunteers and students

## Key result areas (KRAs): Critical to success in this role are:

- organisational skills
- attention to detail
- logic and analytical thinking
- problem solving skills
- team effectiveness
- 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 nutrition, dietetics, and/or health promotion.
- Demonstrated attention to detail and critical analysis skills.
- Excellent written and verbal communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Demonstrated ability to organise tasks, set goals and targets, meet deadlines and manage competing demands.
- Intermediate level of expertise using Microsoft programs including Excel, PowerPoint, Word, and Teams.
- Demonstrated ability to create resources using Canva.
- 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, Queensland and/or Western Australia.
- Previous experience in any of the following:
  - Supporting organisations to supply healthier foods and drinks.
  - Working on food and drink databases.
  - Working in public health or health promotion.

## 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.

# How to apply

- Submit your application via [Seek.com](https://www.seek.com.au) by 12pm Sunday 29<sup>th</sup> June, 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](mailto:careers@nnf.org.au).