

Position description

Role title: Program Officer	Status: Fixed term contract to 30 June 2027
Location: Richmond and work from home	Hours: Full time (38 hours per week)
Reports to: Program 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 (HEAS) and the Fresh School Nutrition Advisory Program (FreshSNAP), are statewide initiatives delivered by National Nutrition Foundation and funded 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 Program Officer provides program and project support across the Healthy Eating Advisory Service and other priority initiatives delivered by National Nutrition Foundation.

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 Program Officer supports program delivery and implementation activities, resource development, stakeholder engagement, administration of digital tools and learning platforms, and works collaboratively with internal teams and external stakeholders.

Key accountabilities:

- Provide project and administrative support to the Healthy Eating Advisory Service team and other programs as required.
- Provide implementation support to health promotion and public health nutrition initiatives.
- Assist with the review, update and development of program resources, presentations and tools.
- Support the review and application of relevant guidelines, frameworks and policies across supported settings.
- Contribute to planning, tracking and reporting activities for funded programs.
- Assist in maintaining the telephone and email advisory service for organisations including early childhood services, schools, hospitals, sport and recreation facilities, and community organisations.
- Maintain positive and professional relationships with external stakeholders, including health professionals and partner organisations.
- Support the development, maintenance and administration of digital tools such as FoodChecker and eLearning platforms.
- Assist with maintaining databases, including applying classification criteria and ensuring accuracy of data.
- Assist with digital development projects, including investigating issues, performing testing and providing feedback.

Organisational responsibilities:

- Participate in organisational planning and team activities.
- Contribute to other National Nutrition Foundation programs, resources and services where appropriate.
- Attend and actively participate in staff meetings and professional development activities.
- Maintain awareness of current public health, health promotion and nutrition related issues at a state and national level.

Human resources:

- Support and work with volunteers and students on program activities as required.
- 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 Program Manager

Functional interactions:

- Digital Product Manager
- Nutrition Lead
- HEAS team
- Impact and Data Systems Lead
- Marketing and communications team
- CEO
- 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 or public health.
- 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.
- Demonstrated ability 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.
- Rights to work in Australia.

Desirable:

- Understanding of the nutrition policies, guidelines and frameworks for settings such as health services, schools and early childhood education services, and sport and recreation 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 9am Monday 13 April, 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.