

Healthy Eating Project Lead

Work Unit	Program Development & Evaluation
Classification Level	3
Employment type	1.0 FTE
Work location	Canberra
Reporting line	National Program Manager - Good Sports
Supervisory Responsibilities	Nil
Date document created or updated	14/11/16

Position purpose

The Healthy Eating Project Lead is responsible for supporting the implementation and evaluation of the Good Sports Healthy Eating programs across Australia. This includes supporting the consolidation of the healthy eating criteria and supporting program resources for implementation in Good Sports programs across the country to create a nationally consistent approach.

Organisational context

Celebrating more than 50 years of service to the community, the Alcohol and Drug Foundation is Australia's leading body committed to preventing alcohol and other drug problems in communities around the nation. Our aim is to create an Australian culture that supports people to live healthy, safe and satisfying lives, unaffected by drug and alcohol problems.

The Foundation's work reaches millions of people in local communities through sporting clubs, workplaces, health care settings and schools, offering educational information, drug and alcohol prevention programs and advocating for strong and healthy communities. The Alcohol and Drug Foundation is proudly independent and not-for-profit.

Our services and programs include:

- Alcohol and drug information
- Community programs
- Workplace services
- Policy and advocacy

For further information, please go to our website: <http://www.adf.org.au/>.

Key Relationships

Internal Relationships:

- National Program Manager – Good Sports
- Regional Community Development Managers
- State Managers
- Program Delivery Unit
- Marketing and Engagement Unit
- Program Development and Evaluation Unit

External Relationships:

- Government - ACT Health; ACT Sport & Recreation Services; QLD Health
- ACT Good Sports Healthy Eating Advisory group members
- ACT State Sporting Associations
- ACT and QLD Clubs
- NSW Health
- Other key stakeholders as appropriate

Responsibilities

Program Development

- Liaise with the Good Sports National, Queensland and NSW/ACT teams to utilise existing and related materials and to align the design and access to resources within Good Sports' existing structure.
- Identify and develop any new resources, training and support and program modifications designed to effectively implement all healthy eating components of Good Sports (e.g. GS HE and GS Junior).
- Assist with developing appropriate policies, protocols, monitoring systems and data collection procedures to ensure the successful implementation and progress of Good Sports Clubs.
- Assist with the development and implementation of evaluation methodology for the Healthy Eating components in ACT, QLD and NSW.
- Assist the Program Development and Evaluation team to further develop the online platform to include the ongoing management of the healthy eating program.
- Coordinate the alignment of the Good Sports Healthy Eating criteria across all states and territories.
- Support state managers to seek state based funding for Healthy Eating in other states and territories

Program Coordination, Delivery

- Provide subject matter expertise and user testing to the Healthy Eating build in Salesforce
- Support states and territories to achieve club accreditations targets.
- Develop and deliver Good Sports Healthy Eating training to relevant ADF personnel.
- Provide ongoing support to relevant ADF healthy eating trained personnel.
- Assist in the coordination and implementation of state Good Sports Healthy Eating communication plans.
- Organise and participate in meetings, forums, presentations, promotional events and launches that support ADF programs.
- Assist with the evaluation of the Good Sports Healthy Eating program as required.
- Contribute to delivery of the ADF Reconciliation Action Plan.

Stakeholder Management

- Develop and manage strong professional working relationships with key stakeholders in order to foster a more coordinated, collaborative and effective action on healthy eating related issues.

Reporting

- Assist with preparation of ADF stakeholder and funder reports as required.

Capability Profile

Formal Education & Experience

- Tertiary qualifications in Nutrition and Dietetics. Must be eligible to join the Accredited Practising Dietitian (APD) program.
- Minimum 2 years relevant post qualification experience.

Skills and Knowledge

Essential

- Knowledge/experience in nutrition and/or sports nutrition.
- Demonstrated experience in project planning and development.
- Demonstrable understanding of the community sport and/or health promotion sectors.
- Demonstrated success in coordinating a diverse range of projects.
- Ability to work autonomously and as part of a team.
- Demonstrated flexibility, attention to detail and initiative.
- Highly developed written and verbal communication skills.
- Ability to leverage technology to achieve outcomes

Desirable

- Understanding of the Not For Profit Sector
- Knowledge/interest in alcohol and other drug issues

Key Competencies

Competency	Definition	Importance
Communication	Establishes open communication channels. Able to express own ideas and opinions in an appropriate manner. Receptive to others' communications.	Essential
Planning and Organising	Sets action plans for work and organises time and resources as appropriate. Plans own work and establishes priorities, deadlines and objectives	Essential
Build & Maintain Relationships	Able to establish and maintain relationships with people at all levels. Values and protects effective relationships with employees, customers and suppliers, as appropriate. Builds harmonious and positive alliances with relevant professional contacts.	Essential
Analytical Thinking	Able to understand a situation by systematically seeking and evaluating available information and/or by breaking it into causal steps to support effective decision-making.	Essential
Team Work	Cooperates and works well with others in the pursuit of team goals. Shares information and supports others.	Essential
Results Orientation	Takes responsibility and accountability for achieving required actions and or outcomes. Keen to complete tasks and see things through to the end.	Essential

Evaluation

Performance Objective	Measurement Criteria	Weighting (% of total job)
1. Coordinate the alignment of the Good Sports Healthy Eating criteria across all states and territories and the development of supporting program resources.	<ul style="list-style-type: none"> Assist with refinement of the healthy eating criteria as required to nationalise the program. Review and develop new healthy eating resources as required to support program delivery. Contribute to the review and build of the healthy eating component of the CRM (Salesforce). Coordinate and collect information for evaluation purposes as required. 	40%
2. Deliver Good Sports Healthy Eating training and provide ongoing support to relevant ADF personnel.	<ul style="list-style-type: none"> Develop and deliver training for the Good Sports Healthy Eating program as required. Provide ongoing support to relevant ADF personnel to enable delivery of Good Sports Healthy Eating. 	25%
3. Support ADF staff in the delivery of Good Sports Healthy Eating in the ACT, QLD and NSW.	<ul style="list-style-type: none"> Provide nutritional support for program queries Support state based staff to enable them to achieve accreditation targets Attend and/or deliver forums, workshops, events relevant to the delivery of Healthy Eating Program 	15%
4. Assist in the development of content Good Sports Healthy Eating program.	<ul style="list-style-type: none"> Write content for relevant publications to promote the Good Sports Healthy Eating program. 	10%
5. Assist with the preparation of ADF stakeholder and funder proposals and reports as required.	<ul style="list-style-type: none"> Assist manager as required to meet contractual and reporting obligations related to this role. Support national manager and state managers to develop funding proposals for HE 	5%
6. Develop and manage relationships with stakeholders to enable a collaborative and coordinated approach to tackle healthy eating related issues.	<ul style="list-style-type: none"> Develop strong working relationships with ADF staff. Develop and maintain strong relationships with internal and external stakeholders to help achieve project goals. Coordinate HE Advisory group meetings and papers in line with the Terms of Reference. 	5%