

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Public Health Nutritionist – Principal Consultant
Position Number:	501081
Classification:	Allied Health Professional, Level 5, Grade 1-2
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Department of Health (DoH) – Public Health Services – Partnership Development
Position Type:	Permanent, Part Time
Location:	South, North, North West
Reports to:	Manager - Partnership Development
Effective Date:	January 2015
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Tertiary qualification/program of study relevant to the requirements of the position</p> <p>Eligible for membership with a relevant professional association</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>
Desirable Requirements:	<p>Relevant post-graduate qualification.</p> <p>Minimum 8 years professional experience in relevant field</p>
Position Features:	Occasional intrastate and interstate travel is required.

Note: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

Provide expert advice to the Department of Health, and other key stakeholders on all aspects of public health nutrition, assisting with the formulation of appropriate Government policies and programs.

Represent Tasmania on a wide range of national public health nutrition issues.

Provide leadership in public health nutrition policy, regulation and programs across Public Health Services.

Work collaboratively on public health nutrition issues across government, non-government, community and private sectors.

Duties:

1. Provide statewide leadership in public health nutrition consistent with State and National policy and seek opportunities to strengthen investment in public health nutrition.
2. Participate in and, where appropriate, lead the development and implementation of whole-of-government food and nutrition policy, regulation, and programs.
3. Liaise with national bodies (Commonwealth Department of Health, Food Standards Australia New Zealand, National Health and Medical Research Council, Australian Bureau of Statistics and Australian Institute of Health and Welfare) and other state jurisdictions on national public health nutrition matters and represent Tasmania on a wide range of government/national committees.
4. Provide expert public health nutrition advice and interpretation to stakeholders across government, nongovernment, community, and private sectors.
5. Provide expert advice on the nutritional implications of food regulation (policy and standards) including the activities of Food Standards Australia New Zealand, the Food Ministers Meeting and its relevant subcommittees.
6. Identify research needs and data collection processes required to ensure public health nutrition policy, regulation and programs are based on the best available evidence and a sound understanding of the nutritional status of the Tasmanian population.
7. Provide leadership and direction in managing the functions of a team of specialist public health professionals.
8. Prepare appropriate information for Agency briefings on public health nutrition including for the Food Ministers Meeting, the Health Ministers Meeting and the National Health and Medical Research Council.
9. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
10. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

The Public Health Nutritionist – Principal Consultant reports to Manager - Partnership Development and broad direction is provided by the Director of Public Health and Chief Executive Public Health Services.

The occupant will

- Be responsible for providing expert advice across government, non-government, community, and private sectors on all aspects of public health nutrition.
- Contribute to the formulation of appropriate Government policies, regulation, and programs.
- Be accountable for the performance and development of staff.
- be required to exercise a high degree of autonomy in leading the development of initiatives and programs, ensuring consistency with government policy and the principles of public administration and best practice in population health.
- Champion a child safe culture that upholds the National Principles for Child Safe Organisations. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Comprehensive knowledge and broad experience in public health nutrition and a working knowledge of the Australian Health System, especially of key national bodies that impact public health nutrition such as the Commonwealth Department of Health, Food Standards Australia New Zealand, National Health and Medical Research Council, Australian Bureau of Statistics and Australian Institute of Health and Welfare.
2. High-level policy development skills including strategic, conceptual, analytical, and creative skills with a sound understanding of stakeholder perspectives across government, non-government and private sectors and ability to make sound judgements about the political, social and organisational environment.
3. High level strategic and entrepreneurial skills, including demonstrated capacity to be flexible and seek innovative solutions to complex, critical, varied and novel problems in order to drive change within existing constraints (policy, regulation, budgetary and resource).
4. Demonstrated experience working with monitoring, surveillance and research systems to underpin public health nutrition policy, regulation and programs.
5. High-level oral and written communication skills, including negotiation skills and experience preparing high-level briefings to influence Government decision making at state and national levels.
6. Demonstrated experience in working in partnership with a wide range of stakeholders from the government, non-government, community, and private sectors to improve public health nutrition and evidence of extensive professional networks nationally.
7. Ability to lead and inspire a multidisciplinary team in developing and implementing successful, evidence-based policy and programs.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles | Tasmanian Department of Health](#).