

## POSITION DESCRIPTION

<b>Position Title:</b>	Manager – Nutrition & Dietetics
<b>Business Unit/Department:</b>	Allied Health & Clinical Support Management
<b>Division:</b>	Allied Health
<b>Award/Agreement:</b>	Medical Scientists, Pharmacists & Psychologists (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
<b>Classification:</b>	Manager Dietetics & Nutrition Services (JC51)
<b>Reports To:</b>	Director - Allied Health
<b>Direct Reports:</b>	<p><i>Professionally:</i> responsible for all Nutrition &amp; Dietetics staff at Western Health</p> <p><i>Operationally:</i> accountable for bed-based and outpatient clinics Nutrition &amp; Dietetics</p>
<b>Date Prepared/Updated:</b>	24 December 2025

### Position Purpose

Allied Health Manager – Nutrition & Dietetics is responsible for leadership and management of the Nutrition & Dietetics Departments to deliver services that are effective, high in quality, responsive to patient needs and focused on patient outcomes. The Allied Health Manager – Nutrition & Dietetics will lead and manage a service that operates within budget; consists of a cohesive, well- functioning team; is aligned with the operational and strategic goals and vision of the health service; and promotes excellence in health care through teaching, research and learning. Allied Health Manager – Nutrition & Dietetics will work with other service managers and Directors across Western Health to ensure that Allied Health clinicians and services are a critical value adding component of the multidisciplinary team that supports patient care, quality and clinical governance activities, program and service KPIs and meet the broader organisation's operational and strategic goals.

### Business Unit Overview

The Operations Directorate is one of the largest and most complex directorates within Western Health providing Western Health's patient care and contacts. These services range from outpatients to inpatients, theatres to Intensive Care, birthing rooms and Emergency Departments and many more services.

The Operations Directorate is split into several key work areas through which clinical and supporting programs are delivered. The Chief Operating Officer supported by Deputy Chief Operating Officers and Directors of the following divisions to deliver the operational agenda and targets set:

- Allied Health
- Clinical Support & Specialist Clinics
- Western Health at Home
- Aged, General Medicine and Subacute Services

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- Health Support Services
- Emergency Medicine and Intensive Care Services
- Surgery, Endoscopy and Anaesthesia Services
- Cancer Services, Cardiology and Specialist Medicine
- Women's & Children's Services
- Drug Health Services
- Integrated Community Health Services

It is the effective working of the teams of people in each of these areas that leads to the successful delivery of patient care and the discharging of our purpose of "Together caring for the West".

Allied Health provides a range of evidence-based, client centred specialist services at Western Health, across the care continuum, from admission within the emergency department through to discharge in the community. These services work across the spectrum of life, from neonates to the elderly. The predominant focus of Allied Health is the return and optimisation of an individual's function, and wellbeing, from both physical and psycho-social perspectives. Activity is aligned with Western Health's Best Care Model and CARES values. Allied Health involvement is pivotal to efficient and effective multidisciplinary team functions, discharge planning and patient centred care. Western Health employs a range of Allied Health disciplines, each with unique specialist tertiary training and skills, including:

- Audiology
- Clinical Psychology and Neuropsychology
- Exercise Physiology
- Language Services
- Nutrition and Dietetics
- Occupational Therapy
- Physiotherapy
- Podiatry
- Social Work
- Spiritual Care
- Speech Pathology

Allied Health in Western at Home and Integrated Community Allied Health Services provide integrated and continuing care by supporting patients not in hospital. This care is patient centred and improves patient flow through the tertiary health sector by fostering strong links with the community. A comprehensive range of clinical services are delivered in various locations within the western region including centre-based rehabilitation at Sunshine and Williamstown Hospital and services at Melton and Caroline Springs. Clinical care is also delivered in the patient's home and Residential Aged Care Facilities.

## Key Responsibilities

At Western Health our vision for quality care and services is that each of our patients receives 'Best Care' with us, every time. To enable 'Best Care' all employees are required to:

- Scan for and act on opportunities to create Best Care.
- Model positive and proactive attitudes and behaviours that support the dimensions of Best Care.
- Collaborate on achieving the goals for Best Care with other employees and patients/consumers.

All managers and senior clinicians will:

- Be responsible for Best Care in their service.
- Model and reward the behaviours and actions outlined in the Western Health vision for Best Care.
- Clarify specific employee roles and behaviours for creating Best Care and support employees to fulfil their roles.
- Implement and maintain systems, materials, education and training that ensure employees deliver Best Care.

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- Support the establishment of partnerships with patients and carers when designing, implementing and maintaining systems.
- Understand and address key local quality, safety and patient experience issues and the broader organisational goals and prioritised actions for Best Care.

Specifically, the Allied Health Manager - Nutrition & Dietetics will:

Provide strategic and operational leadership across all Allied Health services as part of the Allied Health Leadership Team.

Ensure delivery of a high quality, evidence-based Nutrition & Dietetics Service that meets the needs and preferences of patients and carers of Western Health by:

- Ensuring that there are appropriate structures and processes in place for clinical accountability and risk minimisation for the care of patients.
- Ensuring that services provided are responsive to patient need and provided in a timely manner.
- Providing leadership in the application of evidence-based practice in all clinical areas.
- Developing patient-related outcome measures for Nutrition & Dietetics interventions to assist in measuring service performance.
- Demonstrating a leadership role in the evaluation and ongoing review of Nutrition & Dietetics Service activities to ensure a quality service.
- Developing and implementing professional development and continuous quality improvement plans.
- Ensuring that services are delivered within the context of the Nutrition & Dietetics Service strategic plan and aligned with the division and organisational plan.
- Establishing and implementing business planning and communication strategies to ensure all staff have input into service development in conjunction with other key stakeholders.

Lead and influence local cultures which support Best Care and a competent, highly performing and motivated workforce by:

- Displaying the Western Health values when carrying out duties and in dealing with patients, consumers and colleagues.
- Acting in accordance with the Code of Conduct.
- Ensuring employees are clear about what they need to achieve at work and are supported to deliver and to develop, via active participation in day-to-day conversations about performance and via the annual performance development process.
- Ensuring any risks and adverse events are reported appropriately and promptly and prevention strategies are implemented to ensure the safety of all patients and consumers.

Foster an environment that attracts develops and retains high calibre staff who work towards achieving excellence in health care. This includes:

- Providing direct and regular support and supervision to Nutrition & Dietetics staff.
- Implementing a performance management system that ensures a high level of clinical practice and promotes staff development.
- Fostering an environment that encourages peer review.
- Providing leadership across Allied Health to promote cohesion and encourage a working environment in which staff feel valued and their contributions acknowledged.
- Providing opportunities for staff development and diversification where appropriate.

Ensure effective and efficient Human Resource management by:

- Coordinating recruitment of staff.
- Promoting flexibility and innovation in service delivery maximizing opportunities for staff.
- Overseeing issues around coordinating leave cover, vacancy management and rostering with senior management team.

Demonstrate effective leadership and management when:

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- Working with the Director, group managers and Allied Health managers to set a strategic direction for Allied Health.
- Taking the lead on identified portfolios representing Allied Health and the health service as appropriate.
- Providing mentorship and support collaboration across disciplines.
- Actively promoting and representing Allied Health issues internally and externally.
- Providing flexible and dynamic leadership promoting strategic partnerships and collaborations.

Lead, build and promote the development of relationships that respect our culturally diverse community and colleagues and enhance the patient experience by:

- Working collaboratively to achieve desired outcomes for the organisation.
- Ensuring relationships with colleagues, patients and consumers are professional and ethical and that cultural differences are respected.
- Ensuring an excellent standard of service is offered by partnering with patients, consumers and the community at all levels of health care provision, planning and evaluation.

Participate and support participation in research and professional development to promote a culture of learning by:

- Leading and managing quality and service improvement at the organisational level.
- Participating in relevant professional and leadership development and continuing education activities.
- Assisting in the development of employees by providing supervision, coaching and mentorship.
- Ensuring self and employees complete all mandatory training by the due date.

Create a knowledge-sharing environment, which supports teaching, research and learning to promote excellence in the health care provided by the service by:

- Developing and implementing a professional development program to meet the needs of staff.
- Creating a research and learning plan for the service.
- Supporting the involvement of Nutrition & Dietetics staff in research initiatives.
- Identifying research opportunities and exploring funding sources.
- Demonstrating a leadership role in continuing education and professional development, both attending and presenting at education sessions, seminars and external conferences where appropriate, and encouraging Nutrition & Dietetics staff to do so.
- Liaising with academic institutions and determining the scope for providing clinical experience and supervision for students.
- Demonstrating and supporting an active role in professional bodies associated with the disciplines of Nutrition & Dietetics.

Contribute to the delivery of the Operational Plan requirements of your Department and Division through efficient and effective utilisation of time, resources and equipment by:

- Ensuring the responsible use and management of resources and equipment.
- Identifying and communicating potential sources of waste minimisation within department/unit.
- Maintaining an acceptable level of attendance and adhere to Western Health policies and procedures pertaining to annual leave, personal leave and other leave as appropriate.

Balance financial, social and environmental responsibilities to optimise service delivery and contribute to the sustainability of the services of Western Health by:

- Preparing and implementing a business and strategic plan for the Nutrition & Dietetics Service, which aligns with the goals and vision of Western Health.
- Preparing and managing the Nutrition & Dietetics budgets and resources associated with the service.
- Reporting on budget variances.
- Managing the service to ensure KPI's are achieved.
- Reporting on variances to service KPI's.
- Developing and implementing strategies to manage budget variances.

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- Managing information systems and reporting requirements.
- Monitoring workload statistics and service demands.
- Monitoring staffing levels in relation to service demands and putting strategies in place to modify if necessary.
- Developing patient-related outcomes measures for Nutrition & Dietetics interventions to assist in measuring Service performance.
- Contributing to the overall operations of the Directorate as appropriate.

Model proactive leadership, drive and commitment to ensure:

- Western Health's obligations for Occupational Health & Safety (OHS) and WorkCover rehabilitation are met.
- Compliance with OHS and WorkCover legislation.
- OHS policies and procedures are followed by all employees and contractors.
- A safe and healthy environment for employees, contractors, patients and visitors.
- Risks are identified, assessed and controlled as far as is practicable with injury prevention being a high priority.
- Safe work systems and controls are in place, which are regularly monitored for effectiveness.
- The Western Health prescribed OHS training and education sessions are attended.
- Suitable training is provided to employees to be able to perform tasks safely with adequate records kept.
- Interpretation of Health and Safety systems are provided for non-English speaking employees, where required, to ensure understanding and competencies.
- Unsafe work practices, hazards, near miss incidents and accidents are reported.
- Consultation with employees is undertaken prior to changes made to work practices or work environment that may affect their wellbeing.
- A safety and wellbeing culture is imbedded into normal business activities.
- Contractors that are engaged to perform work have undergone the contractor induction process.
- Knowledge and application of infection control and hygiene precautions are in accordance with infection control policies and procedures.

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

### Key Working Relationships

#### Internal:

- Allied Health Director
- Allied Health Deputy Directors
- Nutrition & Dietetics
- Divisional and Operational Directors
- Department Heads and Program managers
- Allied Health Managers and senior staff
- Patients and Carers

#### External:

- Clients and their carers/family
- Universities
- Department of Health and Human Services
- Community Service Providers
- All referral sources
- Professional Association

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## Selection Criteria

### Essential:

- Eligibility for recognition as an Accredited Practising Dietitian (APD)
- Uphold the DA Code of Ethics and DA Code of Professional Conduct 2021
- Extensive clinical knowledge and experience in Nutrition & Dietetics
- Understanding of the current directions in health care
- Demonstrated ability to think and work strategically with key organisational stakeholders
- Evidence of highly developed organisational and networking skills including ability to work closely and collaboratively with medical and nursing staff
- Excellent interpersonal, communication, negotiation and presentation skills
- Demonstrated proficiency in financial and human resource management
- Strong skills in data analysis and management
- Proven ability to promote research activities in a clinical practice environment
- Proven ability to provide leadership within a complex service environment
- Highly developed proficiency in setting up evaluation frameworks
- Proven success in change management
- A valid Victorian driver's license to support a cross-campus role
- Achieved or working towards a managerial qualification at postgraduate level

### Desirable:

- Experience in a senior management role within health
- Involvement in relevant professional association

### Desirable Personal Attributes:

- Self-motivated
- Broad systems and innovative thinking, beyond discipline boundary
- Ability to influence others positively
- Mindful observation
- Timely informed decision making
- Collaborative approach
- Confidence in own ability
- Embraces self-growth and continual learning
- Adaptable, flexible and persistent as required
- Resilience
- Effective delegator
- Critical Thinker
- Advocate

## Additional Requirements

All employees are required to:

- Obtain a police/criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health

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- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2023
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

### General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

Employee's Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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