

POSITION DESCRIPTION

Position Title:	Dietitian Grade 3
Business Unit/Department:	Allied Health Dietetics
Division:	Allied Health
Award/Agreement:	Medical Scientists, Pharmacists & Psychologists (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025
Classification:	Grade 3 - Year 1 to 4 (AK1 to AK4)
Reports To:	Manager – Nutrition/Dietetics
Direct Reports:	Nil
Date Prepared/Updated:	4 June 2025

Position Purpose

The Senior Dietitian Grade 3, through their clinical expertise, will have a leading role in ensuring excellence in patient care, leadership, development of clinical /professional teams and fostering staff development. The key responsibilities will include supervision and support of the dietitians within the Nutrition Department, as well as clinical leadership and some aspects of service management. It is expected that the senior clinician will have a complex clinical caseload and may work across a range of areas and sites as required.

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.

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
- Pastoral Services

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- Physiotherapy
- Podiatry
- Social Work
- Speech Pathology

Key Responsibilities

- Demonstrate a commitment to the patient 'Charter of Healthcare Rights'
- Comply with the expected scope of the role and standards of performance in the role as described by the relevant professional bodies/industry standards and leadership capability framework
- Hold accountability for own actions and seek guidance and support from appropriate employees when limited by own skills and experience
- Comply with confidentiality obligations with regard to patients, consumers and colleagues
- Comply with all Western Health policies and procedures
- In conjunction with service manager ensure staff are appropriately directed and supported to deliver high quality client centred care in line with the "Best Care" Framework
- Lead and deliver high quality person centred interprofessional care in line with the "Best Care" framework
- Provide clinical services within the area of expertise, using a client centred and nutrition-based approach, including the involvement of clients/carers in decision-making and the provision of education appropriate to their needs.
- Demonstrate extensive, evidence-based specialist knowledge, clinical reasoning and competencies, to lead and enhance patient care in area of practice, including the utilisation of relevant Nutrition assessments, evaluation tools and treatment methods.
- Demonstrate leadership in the co-ordination of patient care
- Demonstrate extensive, evidence-based specialist knowledge, clinical reasoning and competencies, to lead and enhance patient care in area of practice
- Demonstrate the capacity to develop and implement methods to ensure that staff in the area of responsibility have an appropriate level of competence
- Demonstrate active involvement in peer review
- Assist with the development of the Nutrition Service by using expert nutrition knowledge in conjunction with other key team members
- Provide and direct others in the provision of evidence based clinical services using a person-centred approach
- Demonstrate capacity to develop and implement methods to ensure that staff in the area of responsibility have an appropriate, measurable level of competence
- Ensure the application and maintenance of clinical standards in areas of delegated responsibility
- Demonstrate highly developed organisational skills and efficient time management to appropriately evaluate, prioritise and complete workload
- Identify and support others to solve complex problems
- In conjunction with service manager contribute to the development and implementation of processes to facilitate effective consumer participation, and ensure that appropriate responses are provided to customer feedback and complaints
- Lead planning for clinical services for the team
- In conjunction with service manager support staff to meet service targets/goals
- Provide leadership which promotes effective teamwork, encourages cohesion and ensures staff feel valued and contributions are acknowledged
- In conjunction with the service manager, actively work towards service integration and streamlined patient journeys
- Provide supervision to dietitians and students according to Allied Health & Nutrition Department procedures
- Receive professional and operational supervision from a grade 4 or the Nutrition Manager guided by an individual work plan/goal
- Demonstrate excellent effective verbal, non-verbal, electronic and written communication
- Demonstrate an understanding of and ability to engage in consultative processes
- Demonstrate a leading role within the Dietitian profession and associated peak bodies.
- Representation on working parties and committees within and external to the Health Service

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- Regular involvement in Special Interest Groups related to areas of specialty and/or interest.
- Demonstrated ability to take a leadership and liaison role as required.
- Demonstrate sensitivity to ethical and multicultural issues.
- Contribute to organisational development that enhances patient care and the profession.
- Lead and participate in the implementation and evaluation of key clinical and workplace practices and processes within area of responsibility, including performance management and staff appraisals.
- Lead and participate in strategic planning and service development as required
- Development, maintenance and modelling of appropriate professional behaviours in all areas of practice, including punctuality, time management and appropriate dress.
- In conjunction with service manager ensure appropriate orientation of new staff
- Demonstrate expert knowledge of resources relevant to area and acts as a resource person for other team members
- Demonstrate high level open and effective communication (verbal, nonverbal, written and electronic) with consumers, other staff and service providers
- Demonstrate highly effective negotiation skills and conflict resolution skills when dealing with difficult situations
- Actively participate in regular supervision, demonstrating ongoing development of clinical skills and reflective practice as identified in supervision plan
- Demonstrate flexibility/responsiveness within professional practice/duties/roles and assumes extra responsibility as required to meet organisational priorities and appropriately delegates as necessary
- Participate and represent the service in consultation with service manager at relevant committees, working groups and meetings as requested.
- Lead the provision of information and education about the service and professional role within the service
- Assist in promoting effective workplace relations and teamwork to ensure optimum relations across acute services and collaborating community agencies
- Participate in and contribute to relevant case conferences, team meetings, client/family feedback meetings
- Assist in cultivating an environment where workers have the opportunity to work to their full scope of practice and potential
- Assist in fostering and developing research opportunities across the service
- Conduct or contribute to feedback to staff on their performance including performance development planning and performance management where relevant
- Where designated, provide high quality supervision to junior staff and students that is timely, flexible and responsible
- Effectively undertake a direct teaching role as required
- Take a leadership role in demonstration of the role of Nutrition to others, particularly via the supervision of other dietitians.
- Demonstrate an advanced understanding of quality improvement and accreditation processes
- Promote and lead commitment to evidence-based practice, including demonstration of the principles of evidence-based practice and its applicability to the workplace
- Demonstrate responsibility for individual professional development and maintenance of currency of knowledge, including active participation in internal and external continuing education
- Involvement in education at a post-graduate level
- Access information as necessary to improve knowledge and skills
- Exchange knowledge with other professionals
- Take a leading role in presenting continuing education programs within the Nutrition Department and other relevant services
- Lead and participate in the development, organisation and delivery of education programs for Western Health staff, external service providers and the community
- Present at internal and external forums to enhance personal knowledge and professional development
- Lead service development and evaluation through quality improvement activities or research projects where appropriate
- Assist in writing procedures and guidelines as required for the ongoing development of the program, and support relevant staff to complete these tasks
- Assist in meeting reporting requirements relating to the service

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- Ensure that service/program outcomes are achieved through appropriate client management and pathways
- Facilitate/assist in the process of recruitment, selection and retention of staff to meet client and service needs.
- Ensure that workload statistics, and other required information, is entered and reported as directed, and on time by self and staff in area of responsibility
- Perform other duties as directed

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

Key Working Relationships

Internal:

- Manager of Nutrition
- Nutrition Leadership Team
- Senior Allied Health staff
- Medical Staff
- Nurse Unit Managers

External:

- Clients and their family/carers
- Key community organisations

Selection Criteria

Essential

- A Bachelor degree of Nutrition and Dietetics (or equivalent)
- Eligible for membership of the Dietitians Association of Australia
- Seven years' experience
- Extensive clinical knowledge and high-level clinical competency
- Highly developed verbal and written communication skills
- A high level of organisational skills.
- Strong interpersonal skills.

Desirable

- Hold a relevant postgraduate qualification or be working towards same

Desirable Personal Attributes

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

Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment

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- 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
- 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
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines
- Work at any of the Western Health sites as directed, in accordance with business and organisational demands and priorities.

General Information

- Redeployment to other services 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
- 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: [Click here to enter the Employee's name.](#)

Employee's Signature: _____

Date: [Click here to enter a date.](#)

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