

POSITION DESCRIPTION

Manager Nutrition & Dietetics / Diabetes Education

Supporting Everyone to be healthy and live well

PURPOSE OF THE ROLE

This role ensures the provision of clinical leadership of the Nutrition & Dietetics and Diabetes Education services delivered by Echuca Regional Health (ERH) to clients across the service areas; including community outpatients, acute, subacute, residential aged care, and outreach services. The role focuses on providing appropriate services in the right setting, increasing the knowledge and skills of Dietetics and Diabetes Education staff around the delivery of safe, high-quality and comprehensive Nutrition and Diabetes Education services to clients.

As the Nutrition & Dietetics / Diabetes Education Manager, the role will oversee and monitor the performance (financial and activity) of the team to ensure targets are met in accordance with all funding streams. Managers are responsible for monitoring caseload demand, service gaps and resource allocation; in addition to actively managing the waiting list and distribution of workload. The position will work closely with other Department Heads within the Community Services Division and ERH more broadly. Together the leadership team will collaborate to ensure effective, efficient, timely access to the acute and complex care needs of the community. The position is responsible for the human resource management, support and wellbeing of the Nutrition, Dietetics and Diabetes Education staff and ongoing development of the services. In addition, the Manager independently manages a mixed clinical caseload.

Position Details	
Position Title:	Manager Nutrition & Dietetics/Diabetes Education
Department	Nutrition & Dietetics/Diabetes Education
Reports to:	Director Allied Health Executive Director Community Services
Positions Reporting to this role:	All Dietitians, Diabetes Educators, and Nutrition Allied Health Assistants
FTE:	0.6 FTE
Budget:	\$300,000
Enterprise Agreement:	Medical Scientists, Pharmacists and Psychologists Victorian Public Sector (Single Interest Employers) Enterprise Agreement 2021 - 2025
Position Classification:	JC1 - JC41
Position Description last reviewed:	February 2025

Selection Criteria
Essential:
Qualifications:
A recognised degree in Dietetics with eligibility for full membership with Dietitians Australia and APD status;
Minimum 7 years' relevant experience;
Extended clinical knowledge in contemporary clinical practice and demonstrated ability to participate clinically in a multidisciplinary team of staff in an environment of change;

POSITION DESCRIPTION

Manager Nutrition & Dietetics / Diabetes Education

Demonstrated ability to provide team leadership overseeing Nutrition, Dietetics and Diabetes Education services to a diverse client caseload in a variety of settings;
Demonstrated ability to monitor and evaluate service performance and an ability to adopt a clinical re-design lens to ensure service provision is safe, high-quality and meets the needs of the community;
Highly developed interpersonal skills that incorporate the qualities of open and transparent leadership
High level of communication skills (both written and verbal) to ensure effective engagement with staff, clients, carers, and stakeholders within and external to the organisation;
A strong person-centred philosophy of clinical practice.
Satisfactory evidence of; National police check, Working with Children's, NDIS Worker Screen, and Vaccination status in line with policy and procedure at this time.
Desirable:
Post-graduate qualifications relevant to the role, or working towards.

Key Accountabilities

Provide clinical, management and professional leadership ensuring appropriate standards of clinical service provision are developed, maintained and continually improved
Develop, implement, and continually improve a person-centred approach to service delivery;
Be responsible for the collaborative development of the service structure for the department, including identification of funding opportunities and expansion of the service to meet community need;
Ensure resources are maintained within the budget allocation, encompassing human, financial and environmental resources;
Monitor, manage, and report financial performance and activity levels ensuring accurate collection of data;
Develop and maintain an effective working relationship with clinical staff across the organisation and with senior ERH leadership;
Develop and maintain processes and systems which demonstrably lead to improved service integration and better patient/client outcomes;
Monitor and manage staff performance and development as per ERH guidelines, including performance coaching, counselling, mentoring and conflict resolution;
Maintain a clinical caseload, contributing to the overall performance of the Department
Be responsible for recruitment, credentialing and workforce development of all Speech Pathology staff;
Actively participate in Business Planning in support of the organisation's Strategic Plan and Guiding Principles;
Maintain a comprehensive knowledge of relevant awards, legislative requirements, quality frameworks and industry developments;
Participate in and contribute to the clinical supervision of staff and students as outlined in the ERH Clinical Supervision Policy, and organisational Workforce Plan.

Organisational Responsibilities





Positively promote ERH within and externally to the organisation
Comply with the ERH and Victorian Public Sector Code (VPS) of Conduct
Each employee has a responsibility to comply and promote practices with all ERH policies and procedures and familiarise themselves with those relevant to their position

POSITION DESCRIPTION

Manager Nutrition & Dietetics / Diabetes Education

Comply with relevant registration bodies mandatory continuing professional development requirements
Carry out all work and interactions in alignment with the CARE values
Report all incidents and near misses as soon as possible after the event
Participate in risk management activities and assist with identification and control of risks within their department or area of work
Actively support compliance with the National Safety & Quality Health Service Standards and other professional standards and relevant regulatory requirements

CARE Values

All staff are expected to behave in a way that is in alignment with our corporate values:	
Collaboration 	Works with a team focus Cooperates with others and gains input and support to assist in achieving objectives We work with others to achieve shared goals
Accountability 	Monitors the impact of one's own behaviour on others Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them
Respect 	Treats people fairly and openly Treats people with dignity Demonstrates personal standards of consistency, tolerance and patience
Excellence 	Consistently supports and follows organisational policies and procedures Actively participates in identifying opportunities to improve what we do


Key Relationships

Internal	External
Executive Director Community Services	External Health Services and agencies
Director Allied Health	University Institutions
ERH Community Services Managers	Schools, kindergartens, childcare facilities, and disability services
All ERH staff	Nutrition consumables representatives and organisations

Leadership Capabilities

The table below indicates the leadership capability levels required. This table will need to be read in conjunction with the ERH Leadership Capability Framework.

✓ **PLEASE USE A TICK ICON TO INDICATE REQUIRED LEVEL**

Category	Descriptors	Foundation	Proficient	Advanced	Highly Advanced
Collaboration 	Inspires direction & purpose			✓	
	Turns challenges into opportunities			✓	
	Communicates effectively			✓	

POSITION DESCRIPTION

Manager Nutrition & Dietetics / Diabetes Education

	Builds relationships			✓	
	Works collaboratively			✓	
Accountability 	Acts with integrity			✓	
	Demonstrates accountability			✓	
	Drives accountability			✓	
	Manages self			✓	
	Promotes innovation			✓	
Respect 	Accessible communicator			✓	
	Values difference			✓	
	Consistently articulates direction			✓	
	Empowers others			✓	
	Respectfully influences			✓	
Excellence 	Delivers results			✓	
	Plans and prioritises			✓	
	Thinks and solves problems			✓	
	Consumer focus			✓	
	Innovation change leader			✓	

TERMS & CONDITIONS OF EMPLOYMENT:

Terms and conditions are in accordance with the Letter of Offer and Contract of Employment.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Signed: _____ Date: / /

Print Name: _____

cc: Employee File