

Position Description

Dietitian Grade 4

Classification:	Dietitian Grade 4, JC1 - JC41
Business unit/department:	Nutrition and Dietetics
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☐ Royal Talbot Rehabilitation Centre ☐ Other ☐ (please specify)
Agreement:	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Enterprise Agreement 2021-2025
Employment type:	Part-Time
Hours per week:	32
Reports to:	Manager, Nutrition and Dietetics
Direct reports:	Nil
Financial management:	Budget: Nil
Date:	17 November 2025

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Position purpose

- Lead workforce operations and ensure optimal staffing.
- Drive excellence in patient care delivery.
- Contribute to strategic planning, quality, safety, education, research, and policy development.
- Align practices with organisational objectives, professional standards, and ethics

About the Directorate/Division/Department

This position is based in the Austin Health's Nutrition and Dietetics Department. This department forms part of the Division of Allied Health, which comprises the following services:

- Allied Health therapies: Physiotherapy, Social Work, Speech Pathology, Occupational Therapy, Nutrition and Dietetics, Orthotics and Prosthetics, Podiatry, Clinical and Neuropsychology (Royal Talbot site) and Creative and Leisure Services

- Tracheostomy Review and Management Service
- Spiritual Care
- Language Services
- Ngarra Jarra (Aboriginal Health) Program

The Nutrition and Dietetics Department delivers high-quality, person-centred, evidence-based care across all Austin Health sites and the full care continuum, including emergency department, inpatient, and ambulatory services. In addition to direct patient care, the department provides expert input into the Food Service system to meet patients' nutritional needs.

We foster professional growth through education, research, quality improvement, and leadership. Staff development is supported by training, supervision, performance reviews, and student teaching, guided by an education and quality strategy led by Senior leadership.

The Dietitian employed in this position could be based at any site of Austin Health, is expected to travel across sites as required and will adopt a flexible approach to clinical caseload management and the provision of care during periods of planned and unplanned leave.

Position responsibilities

Clinical / Clinical Support

- Deliver patient-centred, evidence-based care in designated areas.
- Act as a recognised clinical expert within and beyond Austin Health.
- Lead quality improvement and research initiatives in your specialty.

Workforce Operations

- In conjunction with the Manager, lead and oversee workforce operations to ensure optimal staffing and service delivery. This includes strategic workforce planning, recruitment, rostering, leave management, and resource allocation across clinical streams.
- Evaluate clinical delegations and allocations for staff in area of responsibility
- Ensure patients receive the best care possible with the available resources by re-allocating staff during periods of changing demand and leave and working with other Grade 4/ Grade 3 clinicians to allocate resources across streams
- Drive policy development, quality improvement, and risk management initiatives to align workforce practices with organisational priorities and support high-quality, patient-centred care.

Leadership and Management

- In conjunction with the Manager and the Dietetics Executive team lead policy development, service planning, and strategic direction.
- Stay informed on organisational priorities and adapt accordingly.
- Model professional behaviour and foster a positive, learning-focused team culture.



Our actions
show we care



We bring
our best



Together
we achieve



We shape
the future

- Represent the department at relevant forums and manage assigned projects.
- Perform additional administrative duties and projects under direction of the professional discipline manager

Safety, Quality and Risk

- Lead continuous quality improvement in designated area of responsibility and monitor service outcomes.
- Identify and mitigate risks proactively.
- Conduct audits to ensure compliance with national standards.

Professional Development

- Engage in performance review and supervision programs.
- Champion staff development and evidence-based education.

Selection criteria

Essential Knowledge and skills

- Minimum 10 years clinical experience across a broad range of clinical areas within tertiary healthcare (inpatient and ambulatory).
- Comprehensive HR management experience: employment conditions, workforce planning, recruitment, rostering, leave and payroll.
- Proven leadership in building and managing high-performing multidisciplinary teams.
- Demonstrated ability to lead quality, safety, risk management, and innovation initiatives.
- Skilled in professional supervision and developing clinical and administrative competence.
- Exceptional interpersonal, written, and verbal communication skills.
- Proactive and creative approach to change management.
- Strong IT proficiency, including clinical and outpatient systems (e.g., TrakCare).

Desirable but not essential for Performance of the Position

- Higher qualifications (or progress toward) in Nutrition & Dietetics, Research, Public Health, or Management.
- Publications and presentations in dietetic practice.
- Research experience in dietetics.
- Participation in working parties or special interest groups.
- Understanding of Austin Health's current position and future direction

Professional qualifications and registration requirements

- Qualified to practice as a dietitian in Australia, as recognised by Dietitians Australia (DA).
- Eligible for membership of DA and meet the criteria for the Accredited Practising Dietitian (APD) program.

Quality, safety and risk – all roles

All Austin Health employees are required to:



**Our actions
show we care**



**We bring
our best**



**Together
we achieve**



**We shape
the future**

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



Our actions
show we care



We bring
our best



Together
we achieve



We shape
the future