**Dietitian**

**EL1** **- National Operations**

**About the Role**

AHL’s in-house dietitian develops nutritional menus, recipes and nutritional advice tailored to AHL’s 42 hostels. Working closely with hostel staff, residents, health professionals and community groups, the dietitian identifies resident nutritional requirements and local cultural preferences to tailor menus that are suitable for the hostel resident base’s dietary requirements and supports AHL’s commitment to providing a culturally safe home away from home. Each hostel has a summer, winter and mid-season menu requiring ongoing review and refinement. The dietitian also provides guidance on AHL’s snack stations tailored to the medical, multipurpose and secondary education hostels.

The dietitian supports AHL’s Food Safety requirements and advises on food safety requirements as required. The dietitian must hold a Food Safety Supervisor certificate and must be competent at cooking meals and developing recipes scaled in size for various sized hostels. Our hostels range from 9 residents to 100 residents.

An immediate project will be transitioning AHL’s paper based recipes, shopping lists and nutritional information to an app for access by AHL’s cooks and providing support for AHL’s cooking teams to use the app to deliver the tailored menus for their hostels.

This unique APS role will see the successful candidate travel regularly to regional locations and work independently at hostels training and developing staff, meeting with stakeholders and seeking feedback on meals from residents. The dietitian is required to develop information and training resources for AHL staff.

**About AHL**

AHL is a not-for-profit Commonwealth company dedicated to providing culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. AHL provides three complimentary meals to residents each day and a free snack station for residents. AHL accommodates up to 1,550 people each night in our medical, multipurpose and secondary education hostels.

**About You**

You will have at least five years’ experience as a dietitian working with First Nations people to improve health outcomes. You will have a well developed understanding and knowledge of Aboriginal and Torres Strait islander cultures in relation to food customs and geographical nuances of food supply. You will be results driven and able to independently manage projects, stakeholder engagement and reporting requirements. You will have the ability to represent AHL in forums and present information to Board and Executive audiences. You will have a working knowledge of food safety requirements and be able to advise AHL’s cooking teams on food safety and compliance with AHL’s Food Safety Plan.

You will have a strong understanding of Government procurement processes including Indigenous procurement guidelines.

You will have cooking experience and be able to develop recipes to meet resident requirements and preferences.

You will have a strong commitment to supporting First Nations people and contributing to health outcomes.

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| **Job Reference** | VN6025 |
| **Job title** | Dietitian |
| **Employment Type** | Ongoing. Full-time (75 hours per fortnight). Part-time arrangements will be considered. |
| **Salary and Benefits:** | $115,443 - $125,832 per annum (salary may be negotiated depending on experience and qualifications)   * Superannuation – 15.4%; * Salary packaging - up to $15,900 per FBT year for rent, mortgage or general living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay; * Regular travel with accommodation paid for and travel allowance provided; * Staff training opportunities; * Free all-day parking nearby. |
| **Location** | Canberra. Other locations will be considered. Regular travel will be required. |
| **Contact Officer** | Loretta Price – 02 6212 2088 |
| **Closing Date:** | 11:59pm AEST on Sunday 25 May 2025 |

**Duties and Responsibilities**

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| Lead and deliver high quality accommodation services to AHL residents | * Improve meal services to residents by: * Reviewing and modifying 28-day menu plans tailored to AHL’s 42 hostels across Australia working within AHL’s budgetary requirements. * Develop recipes with nutritional information, costings and quantity advice. * Identifying and addressing training needs of AHL staff to prepare the meals and meet food safety compliance requirements. This will include face to face training at hostels, MS Teams meetings and development of renal diet information sheets and other training material. * Ensuring all hostels are meeting AHL and other relevant food safety compliance. * Providing advice and direction to staff as required. |
| Deliver results and build AHL cooking teams in line with AHL policies and procedures | * Perform in line with organisation values, processes and policies, agreed priorities and strategies to ensure quality resident services are achieved. * Develop AHL cooking teams through regular engagement with staff, setting clear directions and providing training material. * Positively influence and contribute to a service and team culture that focusses on meeting resident’s needs. * Promote and adhere to WHS policies. |
| Financial management, performance and administration | * Ensure that hostel staff can deliver revised menus within food budgets. * Review hostel purchasing and report on anomalies. * Develop AHL menus within budget. * Manage travel and recipe development within budgets. * Meet reporting and administrative requirements in a timely manner. * Provide updates to the Director National Operations and General Manager Operations as required. * Work closely with AHL’s Operational Management Team to develop and support menu development and cooking team development. |
| Develop and maintain productive relationships with  stakeholders | * Develop productive working relationships with relevant stakeholders to support AHL’s meal service and staff development. * Seek input and collaboration with local community and health organisations. * Represent AHL at forums as required. |
| Other | * Create a culture where safety is an expectation, where staff undertake work aligned to Work Health and Safety policies and procedures and legislation and are accountable for their own safety and safety of others. * Encourage feedback and contributions to improvements to AHL’s meal service delivery. * Undertake relevant training and professional development. * Other duties as directed by the Director National Operations. |

**Skills and Experience Required**

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| All applicants will be assessed in relation to their ability to perform in accordance with the APS Values and Code of Conduct, the social justice principles of equity and workplace diversity and work health and safety. | |
| Successful candidates will demonstrate: | |
| 1 | Understanding of Aboriginal and Torres Strait Islander cultures and issues affecting First Nations peoples. |
| 2 | Proven ability to deliver health outcomes for First Nations people including through an understanding of local cultural requirements for a diverse range of Aboriginal and Torres Strait Islander communities. |
| 3 | Proven ability to develop individual recipes and menus tailored to client groups including for those impacted by renal disease. |
| 5 | Proven ability to work independently and as part of a team to deliver results. |
| 6 | Proven ability to work within budgets, Government procurement processes and First Nations procurement guidelines. |
| 7 | Well-developed oral and written communication skills with a high level of stakeholder engagement, interpersonal and representational skills. |
| Note | The successful candidate must be prepared to travel to AHL sites across Australia as required. |
| Essential Qualifications and Training | Bachelor Nutrition and Dietetics  Eligible for Accredited Practicing Dietitian status  Food Safety Supervisor Certificate  5 years+ experience working as a Dietitian  5 years+ experience working with First Nations people |
| Desirable experience | Experience in working in an accommodation services environment will be highly regarded. |

**Recruitment Initiatives**

This is an **Identified Position** and First Nations jobseekers are encouraged to apply, as well as non-Indigenous jobseekers with a demonstrated commitment to working with First Nations people. The successful applicant will need to demonstrate a knowledge and understanding of First Nations people and display respect and dignity in all their dealings with staff and residents.

Further, the **RecruitAbility** scheme applies to this vacancy. Under the RecruitAbility you will be invited to participate in further assessment activity for the vacancy if you choose to apply under RecruitAbility, declare you have a disability, and meet the minimum requirements for the position. For more information on the RecruitAbility scheme please follow this link:  [[APSC Recruitability scheme guide applicants](https://www.apsc.gov.au/working-aps/diversity-and-inclusion/disability/recruitability/recruitability-scheme-guide-applicants).](https://www.apsc.gov.au/recruitability-scheme-guide-applicants)

**To be eligible for engagement and to maintain employment, applicants must:**

* Provide evidence of Australian Citizenship
* Undergo a Satisfactory National Criminal History Check (prior to engagement)
* Meet Fitness for Duty requirements (prior to engagement)
* Be flexible to travel on a regular basis and capacity to work out of hours if required
* Hold or obtain the relevant mandatory qualification/s

**How to apply:**

1. Complete the **Application Form** available from our website[**www.ahl.gov.au/employment**](http://www.ahl.gov.au/employment)and be sure to complete the one-page pitch outlining your relevant skills and experience.
2. Email your CV and completed Application Form to [applications@ahl.gov.au](mailto:applications@ahl.gov.au) by 11:59PM AEST on the closing date, **Sunday** **25 May 2025.**
3. Please include your name and the vacancy number **(VN6025)** in the subject of your email.