



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

Position Description

ACADEMIC

In addition to Position Classification Standards as defined by the Academic Staff Position Classification Policy

Position Title	Lecturer Nutrition and Dietetics/Professional Practice Program Coordinator
Level	B
Position Classification/Nomenclature	Teaching and Research
Substantive Workload <i>Note: The annual workload may vary in accordance with the relevant provisions of the Academic Enterprise Agreement</i>	Research (20%) Learning and Teaching (60%) Governance and Service (20%)
Faculty/Portfolio	Faculty of Science, Medicine and Health (SMAH)
School/Division	School of Medical, Indigenous & Health Sciences (MIHS)
Main Location(s)	Wollongong Campus
Delegations (if applicable)	This position may carry delegations in accordance with the UOW Delegations of Authority as amended from time to time.

Primary Purpose of the Position

The primary purposes of the position are preparing students for professional practice and clinical placement in line with accreditation and university requirements. You will support students throughout their placement journey from preparation to the determination of final competency.

The position holder will establish, nurture and maintain relationships with dietetics professional practice partners and facilitate and assess student progression and competency development within a programmatic assessment framework. The role also provides support for professional practice educators and manages student professional practice matters escalated by internal or external partners. You will also contribute to teaching and subject coordination across undergraduate and postgraduate dietetics programs, by designing, delivering and assessing clinically aligned dietetics education, supporting professional practice educators and taking part in outreach activities.

The position holder must be an Accredited Practising Dietitian with extensive professional practice experience, including supervision of students.

Position Environment

The University of Wollongong is a leading Australian university with a history of outstanding achievements in teaching and learning, research, and community engagement. It is fundamentally committed to providing our diverse body of students with an engaging world class and internationally oriented learning experience. The success of this commitment is demonstrated by enviable results in preparing students for the challenges of future study and workplace environments.

The University recognises the collective nature and interconnectedness of Aboriginal and Torres Strait Islander families and communities and offers generous working conditions in a great location, with sociable hours, family friendly policies, flexible work practices and culturally sensitive leave provisions, including cultural and ceremonial leave. Further supports for advancing equity, diversity and inclusion (EDI) at the University include: a 'Primary Carer Return to Work Grant' that provides flexible funding to primary carers returning from parental leave; an active Ally network supporting gender, sex and sexuality diverse staff and students; a Disability Inclusion Network for staff; EDI training and resources for all staff members; and an EDI governance structure that ensures action on EDI is embedded at all levels of the university.

The Faculty of Science, Medicine and Health (SMAH) comprises of the Schools of Medical, Indigenous and Health Sciences; Science; Psychology, Nursing and the Graduate School of Medicine. With such a diverse science and health focus, SMAH is positioned to be a major force in connected and science-embedded education and translational science, medical and health research in Australia. Empowered by first-class teaching, driven by active research, and committed to advancing equity, diversity and reconciliation, this Faculty combines the very best of science, with strong capacity for translation to our global communities' needs and aspirations.

The School of Medical, Indigenous and Health Sciences (MIHS) includes disciplines of Exercise, Sport and Rehabilitation



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Sciences; Nutrition Science and Dietetics; Indigenous Health; Public Health; Occupational Health and Safety; and Medical Sciences. The School currently offers externally accredited programs in Exercise Science, Clinical Exercise Physiology, Dietetics, Occupational Health and Safety, Occupational Hygiene, as well as programs in Nutrition Science, Public Health, Pre-Medicine, Medical and Health Sciences, Indigenous Trauma and Recovery Practice, and Indigenous Health.

The position will be located within the discipline of Nutrition and Dietetics, which offer courses of undergraduate study in Nutrition Science and Nutrition and Dietetics, and a post-graduate Master of Nutrition and Dietetics. All courses are underpinned by a strong commitment to scientific principles, and access to state-of-the-art teaching facilities that are constantly evolving in quality and scope. The position holder will be essential in supporting the academic programs by teaching and coordination of subjects, monitoring and reviewing the quality of the professional practice experiences, to ensure that they are in line with the Dietitians Australia Accreditation Standards, and if students are attaining the necessary competencies while on professional practice experiences.

Major Accountabilities/Responsibilities

RESPONSIBILITIES	
1.	Design, deliver, assess and plan placement opportunities and clinical education in dietetics, ensuring alignment with professional accreditation standards and university requirements within a programmatic assessment model.
2.	Establish and maintain strong partnerships with health services, private practice, and community organisations to support high-quality clinical placements.
3.	Lead and contribute to subject coordination, teaching and assessment across undergraduate and postgraduate dietetics programs, including interprofessional education initiatives where appropriate.
4.	Develop strong working relationships with professional practice sites to conduct quality assurance activities, embed programmatic assessment requirements, and provide mentoring, support and ongoing professional education for site educators to assist in meeting expectations of their supervisory roles.
5.	Communicate and collaborate with the nutrition and dietetics discipline leader, professional practice co-coordinator, and relevant subject coordinators/academic team in leading the embedding of programmatic assessment and professional practice preparation within various practice areas and subjects.
6.	Participate in Faculty of Science, Medicine and Health, and School of Medical, Indigenous and Health Sciences committees and meetings, as requested.
7.	Actively participate in outreach and public engagement activities to promote dietetics and MIHS courses and activities.
8.	Attend to professional practice-related student matters escalated by the subject coordinators and professional practice educators or referred by the Head of School or Head of Students
9.	Act in accordance with university policies as amended from time to time, the Values in Action Framework of <i>Thrive Together, Pursue Excellence, Be Accountable and Lead with Integrity</i> , and our commitment to Equity, Diversity and Inclusion .
10.	WHS responsibilities, accountabilities and authorities as outlined in the WHS Framework .



Reporting Relationships and Other Key Contacts

Position reports to	Associate Head of School, Nutrition Science and Dietetics
Positions supervised by this position	Nil
Other key contacts and stakeholders	- Head of School - Deputy Head of School - Academic Program Directors - Associate Heads of School - School Operations Manager - SMAH Placement Team - Deputy Dean Education - Faculty Education Manager - Faculty Accreditation Officer - Faculty Placement Team

Essential Criteria

- Accredited Practising Dietitian status recognised by Dietitians Australia
- Postgraduate qualifications in a relevant area such as education or clinical practice
- Significant clinical experience in dietetics practice, with capacity to integrate practice-based knowledge into teaching
- Extensive experience supervising students in a practice setting including application of programmatic assessment and competency-based assessment approaches in workplaces.
- Knowledge of dietetics curriculum and accreditation standards
- Experience in teaching and assessment in dietetics academic programs.
- Excellent communication and interpersonal skills, and ability to foster a collegial, high performing team environment, including the development of strong industry and community partnerships to enhance student learning and research.
- Demonstrated commitment to applying culturally respectful and safe practices in the workplace and demonstrating respect and inclusiveness of diverse people in all work practices.

Desirable

- Experience as a clinical educator in practice in practice
- Experience in governance of clinical education, including accreditation and development and management of student placement partnerships to ensure high-quality learning and safe practice environments.
- PhD in relevant discipline
- Knowledge and experience of administrative tasks and roles associated with a vibrant, dynamic university department
- Experience in governance of clinical education, including accreditation and development and management of student placement partnerships to ensure high-quality learning and safe practice environments.

SMAH Values Statement

The SMAH values statement provides the foundation for Faculty culture. All staff members are expected to be guided by the Faculty values in performing their roles.

*We act with **integrity** and **transparency**, and we are **supportive** and **collaborative**.*

INTEGRITY: We act in everyone's best interests and make ethical decisions. **TRANSPARENCY:**

We are honest, reliable and willing to ask and answer questions. **SUPPORTIVE:** We help each other thrive in a safe and positive work environment.

COLLABORATIVE: We work together towards positive outcomes within and beyond the Faculty.



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Special Job Requirements

- May be required to work outside of standard business hours or across campuses and research partner facilities.
- The position holder must be an Accredited Practising Dietitian with extensive professional practice experience, including supervision of students.

Roles and Responsibilities in relation to Workplace Health and Safety and Equity, Diversity and Inclusion in the Workplace

The University of Wollongong is committed to providing a safe, inclusive, and equitable workplace for its workers, students and visitors. All members of the University community have a collective and individual responsibility to work safely, be engaged in activities to help prevent injuries and illness and create an equitable and inclusive environment.

In addition to the major accountabilities/responsibilities required for your position, you also hold the following roles and responsibilities in relation to Workplace Health and Safety:

ALL STAFF

- Take reasonable care for your health and safety as well as others.
- Comply with any reasonable instruction by the University.
- Cooperate with any reasonable policies and procedures of the University including reporting of hazards or incidents via the University reporting process.
- Certain staff have specific responsibilities for Work Health and Safety (WHS), further information is available in the [WHS Framework](#).
- Work in an inclusive environment, treating all colleagues, students and visitors with respect.

Inherent Requirements

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other relevant work organisation; and
- Do the job without undue risk to your own or others health, safety and wellbeing at work.

If you have any injuries, illness, disorder, impairment, condition, disability or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

