

Position Description: Project Lead (Contractor)

Regulatory Services Portfolio

May 2026

Contract Specification

Project: Update to the National Competency Standards for Dietitians

Contract Period: 1 July 2026- 30 April 2027

Engagement Type: Independent Contractor

Position Purpose

The Project Lead will be responsible for leading the review and update of the National Competency Standards (NCS) for dietitians in Australia. This role will ensure the standards are contemporary, evidence-based, and aligned with current and emerging practice, while maintaining clear distinction from the Dietitians Australia Code of Conduct for Dietitians and Nutritionists.

The Project Lead will oversee all aspects of the project, including governance, research, stakeholder engagement, and delivery of final outputs, ensuring alignment with regulatory expectations and national frameworks.

Key Responsibilities

Project Leadership and Governance

- Provide overall leadership and direction for the NCS review and update project.
- Chair and lead the Expert Working Group (EWG), ensuring effective engagement and contribution.
- Support the recruitment and establishment of the EWG.
- Develop and finalise the Terms of Reference for the EWG.
- Ensure project delivery aligns with agreed timelines, governance requirements, and organisational expectations.
- Oversee compliance with National Alliance of Self-Regulating Health Professions (NASRHP) standards.
- Ensure clear delineation between the NCS and the Code of Conduct to avoid duplication.

Secretariat and Coordination

- Coordinate all EWG activities, including scheduling bi-monthly meetings.
- Prepare agendas, minutes, and meeting documentation.
- Maintain accurate records of discussions, decisions, and actions.
- Liaise with administrative support for contractor payments and logistics.
- Coordinate legal review of the final standards prior to Board submission.

Research and Evidence Review

- Lead and undertake research activities to inform the updated standards, including:
 - Qualitative surveys and data analysis
 - Focus groups and stakeholder interviews
 - Literature and guideline reviews
 - National and international benchmarking of competency standards
 - Analysis of governance, regulatory, and policy contexts
- Design and implement a modified Delphi process to achieve consensus on revised standards.

Stakeholder Engagement and Consultation

- Develop and implement a stakeholder engagement strategy across the project lifecycle.
- Conduct targeted consultation with key stakeholders, including but not limited to:
 - National Alliance of Self-Regulating Health Professions (NASRHP)
 - Council of Deans and NaDeAn representatives
 - Dietitians Australia Interest Groups and members
 - Reconciliation Action Plan Working Group
 - Indigenous Allied Health Australia (IAHA)
 - Other relevant professional and regulatory stakeholders
- Facilitate focus groups, interviews, and consultation processes to inform and validate draft standards.

Development of Updated Standards

- Lead the drafting and iterative refinement of the updated National Competency Standards.
- Work collaboratively with the EWG to review and finalise standards.
- Ensure standards are measurable, contemporary, and aligned with workforce expectations.
- Support consultation and validation processes, including member surveys and expert review.

Education and Implementation

- Lead the development of an updated implementation guide following Board endorsement.
- Design and deliver an education program and supporting materials to assist members in adopting the revised standards.

Reporting and Deliverables

- Provide monthly progress reports to the Manager, Regulatory Services, Dietitian and Nutritionist Regulatory Council (DNRC) and Board as required.
- Prepare briefing papers and updates for governance bodies.
- Deliver a comprehensive final project report.

Selection Criteria

Essential

- Accredited Practising Dietitian or Advanced Accredited Practising Dietitian.

- Demonstrated experience leading complex, multi-stakeholder projects, preferably within health, education, or regulatory environments.
- Strong understanding of competency-based frameworks, professional standards, or accreditation systems.
- Experience in qualitative and mixed-methods research, including consultation design and facilitation. Experience leading Delphi processes or similar consensus methodologies.
- Excellent written communication skills, with the ability to develop high-quality policy and framework documents.
- Proven ability to engage and influence diverse stakeholders, including senior leaders and external partners.
- Strong organisational and project management skills, with the ability to manage competing priorities and deliver to deadlines.

Desirable

- Familiarity with Australian health regulation frameworks, including NASRHP or Ahpra
- Understanding of Aboriginal and Torres Strait Islander health and cultural safety principles.

Payment Schedule

The payment total for completion is \$35 000 + GST.

Payments are made when key milestones are achieved, these will be detailed in the Service Agreement Provided.

Responsible to

Sonia Middleton, Manager Regulatory Services, AdvAPD

Applications

Applications should include a covering letter addressing the selection criteria along with a current CV. Please send in your complete application to Sonia Middleton, Manager Regulatory Services, Dietitians Australia at regulation@dietitiansaustralia.org.au.