

Position Description: Project Officer (Contractor) Regulatory Services Portfolio

May 2026

Contract Specification

Project: Scope of Practice Project Officer

Contract Period: 1 July 2026 - 30 June 2027

Engagement Type: Independent Contractor

Position Purpose

The Project Lead will be responsible for supporting the scope of practice project for Dietitians Australia. This role will work collaboratively with the Expert Working Group, Scope of Practice with the following objectives

1. Define full scope for the dietetics profession in Australia, along with advanced and extended scope of practice.
2. Develop an extended scope practice framework for dietetics in Australia

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

This project forms part of Dietitians Australia's broader work to deliver the profession's 10-Year Strategic Direction: Reimagining Nutrition and Dietetics for a Better Australia- Towards 2036. This work aligns strongly with the strategic direction of Dietitians Australia, particularly in relation to:

- strengthening professional identity and leadership;
- supporting workforce sustainability and capability;
- enabling innovative and contemporary models of care;
- enhancing governance and consumer safety;
- strengthening evidence generation and health economics capability; and
- positioning dietitians to work to full capability within evolving healthcare systems.

Key Responsibilities

Secretariat and Governance Support

- Provide secretariat support to the Expert Working Group;
- Support EWG Co-Chairs;
- Finalise Terms of Reference documentation;
- Coordinate EWG meetings;
- Prepare agendas, minutes and meeting records;
- Ensure alignment with NASRHP principles and governance expectations;

A 1/3 Bowes Place, Phillip ACT 2606 | T 02 6189 1200

E info@dietitiansaustralia.org.au | W dietitiansaustralia.org.au

Dietitians Association of Australia | ABN 34 008 521 480

Dietitians Australia and the associated logo is a trademark of the Dietitians Association of Australia.

- Liaise with administrative support regarding payments and operational requirements.

Research and Environmental Scanning

- Qualitative surveys and consultation activities;
- Data analysis and thematic review;
- Literature and policy review;
- Scoping reviews including grey literature;
- Benchmarking nationally and internationally;
- Review of governance requirements and regulatory considerations;
- Environmental scanning of the political and workforce landscape; and
- Benchmarking against Ahpra-aligned standards and frameworks where relevant.

Engagement and collaboration

- Ongoing communication with key stakeholders throughout the project lifecycle;
- Initial consultation with stakeholders including Council of Deans, NASRHP and Sports Dietitians Australia;
- Facilitation of targeted consultation and refinement of draft documents based on stakeholder feedback.

Drafting and Framework Development

- Collaborating with the EWG develop draft full scope of practice definitions and Extended Scope of Practice Framework documentation;
- Facilitate review processes;
- Conduct focus groups and targeted interviews;
- Coordinate member consultation surveys;
- Refine documentation for endorsement and approval by the Dietitians Australia Board.

Education and Implementation

- Develop education and communication resources to support member understanding and implementation;
- Support dissemination and uptake following Board endorsement.

Reporting

- Provide progress reports for key milestones;
- Prepare papers for the Dietitians Australia Nutrition and Regulation Committee (DNRC) and Board as required;
- Prepare final project report and recommendations.

Project Deliverables

The project deliverables will include:

- A drafted nationally consistent definition of full scope of practice for dietitians;

- A drafted Extended Scope of Practice Framework;
- Definitions and guidance regarding standard, advanced and extended scope terminology;
- Governance and supervision considerations for implementation;
- Research and consultation activities as outlined in the project methodology;
- Stakeholder engagement outcomes;
- Education and implementation resources for members;
- Progress reports and final project report; and
- Recommendations for future evidence generation, evaluation and implementation priorities.

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 scope of practice and professional standards.
- Experience in qualitative and mixed-methods research, including consultation design and facilitation.
- Excellent written communication skills, with the ability to develop high-quality policy and framework documents.
- Proven ability to engage and influence diverse groups, including senior leaders and external partners.
- Strong organisational skills, with the ability to manage competing priorities and deliver to deadlines.

Desirable

- Familiarity with Australian health regulation frameworks, including NASRHP and/or Ahpra

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.