Staff Structure

Chief Executive Officer
Robert Hunt

Chief Finance Officer
Susan Bruce
(P/T 0.8)

Executive Assistant
Narelle Barrie

Executive Manager
TBA
(P/T 0.8)

PEN Manager
Judy Bauer
(P/T 0.4)

Marketing & M'ship Manager
Sally Moloney
(P/T 0.8)

Communications Manager
Fleur Chariton
(P/T 0.9)

Education Manager
Rebecca Mete
(P/T 0.8)

Senior Dietetic Advisor
Simone Austin
(P/T 0.8)

Regulation General Manager
Bree Murray
(P/T 0.6)

Accounts Officer
Margaret Maina

Marketing Officer
Sam Chambers

Media Officer
Pattie King

Events Officer
Michelle Topham

Senior Policy Officer
Sayne Dalton

 Credentialing Manager
Louise Allen

IT / Finance Officer
Tina Zhou

Membership Support Officer
Jordana McKeown

Membership Engagement Officer
Toni Harris

Professional Services Officer
Chelsea Hilenaar

Senior Policy Officer
Vanessa Schuldt
(P/T 0.8)

APD Administrator
Bridget Lean

System and Database Administrator
Dale Cook

Member Marketing Officer
Adela Yip
(P/T 0.8)

Content Coordinator
Jonathan Barrett
(P/T 0.6)

Education Centre Support Officer
Sarah Gilfoyle

Policy Officer
Julia Schindlmayr

Member Marketing Officer
Anuja Mehendale
(P/T 0.6)

Event Support Officer
Sarah Gilfoyle

Policy Officer
Libby World

Event Support Officer
Anuja Mehendale
(P/T 0.6)

DSR Officer
Fiona McKendry
(P/T 0.48)

Project Officer
Ruth Vo
(P/T 0.2)

Dietitian (APD)
Total Staff 33
Full time Equivalent 27.78
Department Roles & Functions

### CORPORATE
- Finance Management
  - Debtor and Creditor processing
  - Management reporting
  - Tax compliance
  - PEN support for university licence renewals and annual PEN billing
- People Management
- Recruitment
- Payroll – including compliance reporting and superannuation
- Performance reviews and reward management
- Culture Development
- Computers / Telephony
- Security / Risk Management
- Insurances including Workers’ Compensation, premises, association, business and travel
- Premises
- Office Management
- Board Advisory Committee Support

### MARKETING AND MEMBERSHIP ADMIN
- Campaigns
  - Smart Eating Week
  - Dietitians Day
- Major Events
  - Annual Conference – marketing and sponsorship liaison
  - Supporting External Campaigns (e.g. Diabetes Day, NAIDOC, Reconciliation Day etc etc)
- Practice Evidence in Nutrition (PEN)
  - Marketing Plan Development and Implementation
- Nutrition and Dietetics
  - Marketing Plan Development and Implementation
- Centre for Advanced Learning and Education Centre
  - Marketing Plan Development and Implementation
- Membership Admin
  - Call Centre Support
  - Payment Processing
  - Renewal Management
- Partnerships
  - Manage existing partnerships
- Board Advisory Committee Support

### COMMUNICATIONS
- Members Communications
  - Weekly email
  - Share Plate
  - Online Presence
  - Digital strategy
  - Social media
  - Public website
  - Member portal
- Media Management
  - PR and media liaison
  - Issues and crisis management
- Brand Management
  - Brand strategy
  - Visual identity
  - Publications and documents
- Campaigns and Events Support
- Internal Communications
- Measurement and Reporting

### EDUCATION AND PROFESSIONAL SERVICES
- Centre for Advanced Learning
  - Course concept, design, implementation and evaluation
- National Office phone enquiry support
- LMS management, maintenance and support
- Professional Services
  - Professional Network and Committee liaison and support
  - Advocacy Support
  - National Office phone enquiry support
  - Event sponsorship management
- Research
  - Resource library management, maintenance and support
  - Resource endorsements
  - PEN maintenance and support
  - National Office phone enquiry support

### POLICY & ADVOCACY
- Advocacy
  - Set the advocacy priority areas for DA
  - Liaise with the Interest Groups
  - Liaise with Advocacy and Policy Advisory Committee (APAC) Chair
- Policy Position statements
  - Research and writing
  - Liaison with Interest Groups
- Submissions
  - Research and writing
  - Liaison with Interest Groups
- External Grants
  - Application preparation
  - Maintenance, delivery, reporting and evaluation Management.

### REGULATION
- Australian Dietetics Council
  - Accreditation of dietetic programs
  - Maintenance of accreditation standards and processes
  - Dietetic Skills Recognition service
  - Maintenance of National Competency Standards
- Dietetic Credentialing Council
  - APD Program management and administrative support
  - APD audit management
  - APD Program compliance management (complaints and disciplinary procedures)
  - Advanced APD and Fellow Management

---

The Leading Voice of Nutrition in Australia

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