



**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

Join The Royal
Melbourne
Hospital Team



Position Description
Grade 3 Dietitian

THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria's first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we've moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

OUR VISION

Advancing health for everyone, every day.

THE MELBOURNE WAY

At The RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it The Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

People First



People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

Lead with Kindness



Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

Excellence Together



True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

OUR PRIORITIES

The RMH Strategic Plan: Towards 2025. Advancing health for everyone, every day is our plan for the future — one which we are committed to achieving together. This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

1. Be a great place to work and a great place to receive care
2. Grow our Home First approach
3. Realise the potential of the Melbourne Biomedical Precinct
4. Become a digital health service
5. Strive for sustainability

Position Description

Position Title:	Grade 3 Dietitian
Service:	Allied Health
Location:	The RMH Parkville & The RMH Royal Park
Reports To:	Clinical Nutrition Manager
Enterprise Agreement:	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Interest Enterprise Agreement 2021–2025
Classification:	AK1-AK2
Immunisation Risk Category:	Category A
Date of Review:	December 2025

POSITION SUMMARY

The Grade 3 Dietitian, through their clinical expertise and experience, will have a leading role to ensure the delivery of an excellent Clinical Nutrition Service in a designated clinical area. They are responsible for the leadership, continued development and provision of nutrition services within a designated clinical team at RMH. They provide clinical expertise in an area of specialisation. They are responsible for the supervision and professional development of all staff within their team and the education of undergraduate student dietitians. The Grade 3 Dietitian is also responsible for the coordination of quality activities, research and program evaluation within their team and has a vital role in contributing to the development of individuals, the clinical team and the Nutrition Service through good leadership, teamwork and communication. They are also an active member of the senior staff group within the nutrition department contributing actively to planning and implementing quality improvements in line with RMH strategic goals. They will model effective interdisciplinary practice to achieve excellence in patient care collaborating closed with medical, nursing, pharmacy, food service and other allied health staff of The Royal Melbourne Hospital as required. The Grade 3 Dietitian will maintain professional standards in accordance with The Royal Melbourne Hospital Policies and Procedures and values.

DEPARTMENT DESCRIPTION

The Clinical Nutrition department consists of approximately 37EFT and 45 staff across RMH sites. We provide care to our patients within the acute, subacute and community therapy services across all speciality services. We operate a 7 day service across some clinical areas. The department is supported by the Clinical Nutrition Manager and is committed to providing evidence based, patient centred care. Supervision and reflective practice, professional development, student teaching, quality improvement and research are a key focus of Clinical Nutrition at RMH.

KEY ACCOUNTABILITIES

- Clinical expertise in the assessment and nutritional treatment of patients within area of specialisation
- Work at a 70:30 ratio of patient related activities to non-patient related activities as per the RMH Allied Health benchmarks and 30% non-patient related activities
- Model Evidence Based Practice (EBP) principles to ensure that these are embedded in areas of clinical expertise and more broadly, to clinical practice at RMH
- Demonstrate a leading clinical role within Clinical Nutrition, RMH and the broader professional dietetic community.
- Understanding the principles of continuity of care including links between admission, acute, rehabilitation, community and primary services and health programmes related to own clinical specialisation
- Leadership and communication: demonstrate behaviour that inspires other to follow including good time management, excellent verbal and written communication, conflict resolution and negotiation skills.
- Proven ability to plan and manage a caseload and coordinate/delegate workloads within their team
- Supervision of AHAs, G1 and G2 Dietitians and leading annual discussion process for self and relevant staff
- Advanced skills in teaching of dietitians, undergraduate students and other stakeholders; both internal and external
- Capacity to effectively manage issues both up and down the line of accountability.
- Significant knowledge and demonstrated application of quality improvement processes.
- Proven ability to objectively assess and improve the quality of clinical service being provided within own team and/or nominated portfolio
- Seeks opportunities for research in dietetic area of specialisation and assists in the development of nutrition research programs in collaboration with RMH staff
- Proficient in use of technology: EMR, Electronic menu management system, clinical infrastructure, and relevant software for day to day administration/communication
- Understanding of hospital food systems
- Support clinical services and the operational needs of the service across 7 days including rostered weekend shifts
- Participate and completion of mandatory and additional training deemed necessary for the specific role.
- Knowledge of the codes of practice and codes of ethics of dietetics.
- Undertake other responsibilities as directed by the Clinical Nutrition Manager

KEY RELATIONSHIPS

Internal

- RMH Clinical Nutrition Manager
- Chief Allied Health Officer
- Allied Health Management Team
- Clinical Nutrition Team
- RMH Pharmacy, Medical and Nursing
- RMH Allied Health staff
- RMH Food Services
- Student Dietitians
- People and Culture

External

- Other hospitals, clinical nutrition services and relevant organisations and universities

KEY SELECTION CRITERIA

Formal Qualifications:

- Tertiary qualification in Nutrition and Dietetics
- Eligibility for full membership of Dietitians Australia
- A relevant postgraduate qualification, or working towards its completion- Minimum of Graduate Certificate

Essential:

- Minimum of 7 years relevant clinical experience, ideally with specialist experience of 3 years
- Possesses qualifications providing eligibility for full membership of the Dietitians' Association of Australia (DAA)
- Demonstrated ability to provide expert clinical service and supervision
- Demonstrated aptitude and ability in service development, review & enhancement
- Excellent interpersonal, communication and presentation skills;
- High level of negotiation, problem solving and analytical skills;
- High level of planning and organisational skills;
- Demonstrated ability to work collaboratively and as part of a team;
- Demonstrated ability to work collaboratively
- Excellent interpersonal, communication and presentation skills
- Innovative, resourceful and adaptive to change
- Patient-focused approach to service provision
- Working with children check (WCCC)

Desirable:

- Capacity to engage and provide leadership in matters relating to research, including grant applications, scientific publications and oral and poster presentations;
- Current professional affiliations with universities, research organisations or external service organisations
- Proficiency using an EMR and related computer applications such as EPIC, CBORD and Microsoft Office

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of RMH values
- Achievement of portfolio specific KPI targets
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements
- Completion of mandatory training activities including training related to the National Standards;
- Participation in The RMH and Division/Service specific business planning process:
- Achievement of RMH and portfolio specific KPI targets as they apply to areas of responsibility;
- Participation in and satisfactory feedback through the annual performance review process; and, where applicable, ensure direct reports have individual development plans including an annual review;
- Ability to provide a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity

AT THE RMH WE:

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Equitable, Person-centred Care (STEP) in line with our clinical governance framework.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

OUR COMMITMENT:

• **Equity, Inclusion, Belonging and Safety**

- As a leader in healthcare, we recognise the need to foster a culture of equity, inclusion, and belonging — safe spaces where every individual is empowered to be their authentic self, contributing meaningfully to the collective well-being of our community.

• **First Nations Commitment**

- We acknowledge and pay our respects to the Traditional Owners of the lands on which we work and stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are committed to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination through inclusive governance, respectful policies, and a steadfast commitment to anti-racism. The Royal Melbourne aspires to lead by example in addressing the injustices of colonisation and its ongoing impacts.

• **Child Safe Standards**

- RMH is a child safe organisation. We are dedicated to fostering an environment that respects and upholds the rights of children and young people, in line with the Child Safe Standards. We actively embed these standards in our culture, policies, and practices, ensuring that the safety and wellbeing of children and young people is a central priority.

• **Equal Opportunity and Accessibility**

- We are proud to be an equal opportunity employer that champions diversity in all its forms. We value the strengths and perspectives that come from people of all backgrounds, identities, abilities, and lived experiences. We encourage applicants from all communities, and we will provide reasonable adjustments to support equitable participation.

• **Thriving Together**

- Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

ACCEPTANCE

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Signature

Employee Name (please print)

Date