

POSITION DESCRIPTION – Bayside Health

Date revised:	05/08/2026
Position:	Dietetics Manager
Award / Agreement:	Medical Scientists, Pharmacists and Psychologists (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025
Classification Title:	Dietetics Manager Grade 4
Department / Unit:	Dietetics / Allied Health
Care Group:	Bayside Health Regional Care Group
Accountable to:	Director of Allied Health
Number of direct reports:	10

About Bayside Health

Bayside Health is a public health service delivering high-quality care across every stage of life for close to 1.2 million people living in metropolitan Melbourne, the Mornington Peninsula, Koo Wee Rup, Bass Coast and Southern Gippsland.

We have more than 15 main sites, including hospitals, centres and clinics that provide comprehensive care from welcoming newborns to supporting older people and a full range of services in between.

More than 22,000 dedicated staff are focussed on providing exceptional, equitable, and locally connected care through shared expertise, compassion, and a commitment to continuous growth. Education and training are central to staff development as we encourage all employees to strive and thrive.

Bayside Health was formed following the merger of Alfred Health, Bass Coast Health, Gippsland Southern Health Service, Kooweerup Regional Health Service and Peninsula Health on 1 January 2026.

Care Groups

Bayside Health is organised into three care groups:

- 1. Alfred Care Group** operates The Alfred, Caulfield Hospital, Sandringham Hospital and Melbourne Sexual Health Centre. Australia's busiest Emergency and Trauma Centre and largest Intensive Care Unit is located at The Alfred. From here we provide nineteen statewide services to support the Victorian community. It is also the largest site for clinical trials in Australia.
- 2. Peninsula Care Group** operates Frankston Hospital, the new Peninsula University Hospital and Rosebud Hospital among other sites and facilities. The new hospital will transform local care with dedicated wards

and services. The group also operates MePACS, a personal alarm service, which cares for around 50,000 elderly and vulnerable people across Australia.

3. **Bayside Regional Care Group** operates sites at Kooweerup, Korumburra, Leongatha, Phillip Island and Wonthaggi and specialises in rural and regional care.

Our Code of Conduct

Our staff are expected to demonstrate and uphold the behaviours set out in Bayside Health's Code of Conduct.

Division – Allied Health

Position Summary

The Manager of Dietetics provides strategic leadership of the Bayside Health Regional Care Group (BH RCG) Dietetics department across all BH RCG sites and settings, including admitted and non-admitted services.

Key duties and responsibilities

- Leading and organising the Dietetics department to provide high-quality services to clients/patients/residents of BH RCG, while promoting collaborative, multidisciplinary and holistic practice
- Providing regular, high quality clinical supervision and professional support to Grade 3, Grade 2 and Grade 1 Dietitians, Allied Health Assistants and Allied Health students to foster ongoing professional development and high standards of care
- Effectively managing budgets, achievement of clinical and service outcomes including activity targets and program effectiveness, and staff performance
- Leading service development and continuous improvement projects to increase staff and service capability
- Contributing to the coordinated development of an integrated healthcare system that has a strong focus on community and client needs and outcomes

Key capabilities

- Lead and oversee high performing teams and provide expert, authoritative judgement and advice on clinical issues as required
- Lead and engage self and team in department, organisational and external meetings
- Embrace digital health, and utilise data to improve outcomes
- Contribute to the governance of the Allied Health division through the development of organisational competencies and guidelines.
- Lead the review of Dietetics service models, policies and procedures and monitor their implementation, building relationships with key internal and external stakeholders, including Food Services / Support Services.
- Lead and engage the team in the development and implementation of the Dietetics department business plan and preparation for Accreditation
- Recognise and optimise the contribution of people from a diversity of cultures, backgrounds and styles
- Set specific and measurable KPIs, goals and objectives for the Dietetics team in line with the organisation's strategic and business plans, and support staff to understand and meet these

Quality, safety, risk and improvement

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and guidelines.
- Maintain a safe working environment for yourself, your colleagues and members of the public.

- Escalate safety, quality & risk concerns to the appropriate staff member if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient-Centred Care.
- Comply with Bayside Health's mandatory continuing professional development requirements.
- Comply with National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- Maintain responsibility for supporting enterprise security.

Other requirements for all Bayside Health staff

- Ensure compliance with relevant Bayside Health clinical and administrative policies and guidelines.
- Comply with relevant privacy legislation.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Bayside Health.
- Comply with Bayside Health's medication management and medication safety policies and guidelines.
- Comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.
- Research activities will be undertaken commensurate with the role.
- In accordance with Directions made by the Secretary, Department of Health, all Bayside Health employees working in Category A or B roles (as determined by the department's risk ratings) must be vaccinated against Influenza with a TGA approved vaccine

QUALIFICATIONS/EXPERIENCE REQUIRED

- Bachelor of Nutrition and Dietetics, or Master of Dietetics
- Member of or eligibility for practicing membership of Dietitians Australia
- A current Victorian Driver's licence
- A Police Check that is current and within 12 months of the date of issue
- Current Working with Children's check
- Current or proof of application of the NDIS Worker Screening Check
- Evidence of compliance with mandatory healthcare worker seasonal influenza vaccination status in accordance with Secretary, Department of Health directions

Essential

- Evidence of effective skills and experience in leadership and management in a team environment
- Demonstrated ability to provide expert, authoritative judgement and advice on clinical issues as required
- Provide representation of Dietetics and Allied Health to influence strategic directions and actively contribute to the planning, delivery and transformation of clinical services.
- Demonstrated ability to monitor and report on clinical work practices and outcomes
- Demonstrated ability to initiate, plan and evaluate service improvement initiatives that align to Dietetics/Allied Health/Organisational strategic priorities.
- Demonstrated change management experience with high level communication, organisational and interpersonal skills, including conflict resolution and negotiation
- Demonstrated commitment to and experience and training in improving knowledge and practice through targeted professional development and clinical supervision
- Evidence of comprehensive knowledge of funding streams and key performance indicators, and strategies for achieving these, including financial management and budget development
- Demonstrated experience with data management, statistical reporting and business proposals, completed to a high standard within set timeframes
- Demonstrated ability to collaborate effectively, develop talent, value differences and build effective teams to bring about best use of resources to deliver healthcare services
- Demonstrated ability to cultivate innovation, be action oriented and drive results to meet expectations of clients and stakeholders

Desirable

- At least 10 years' post-graduate experience across a variety of Dietetics practice areas including a healthcare setting
- Relevant post-graduate qualification or enrolment in study
- Demonstrated knowledge of clinical research

Commitment to child safety

Bayside Health has zero tolerance for child abuse and is committed to acting in the best interest of children in our care. We promote cultural safety and participation of Aboriginal children, children of cultural and linguistic diversity and those with disabilities to keep them safe at all times.

Position Description authorised by:

Daniel Baker (Co-Chief Allied Health Officer, Bayside Health Regional Care Group)

Date: 5/08/2026