



# Position Description

## Clinical Resource Project

### Coordinator, NEDC

May 2022

## Mission statement

The National Eating Disorders Collaboration (NEDC) is an initiative of the Australian Government dedicated to developing and implementing a nationally consistent, evidence-based system of care for the prevention and treatment of eating disorders.

NEDC is a national collaborative platform for experts in lived experience, clinical services, research, and sector leadership to generate unified, evidence-based sector positions and consistent national standards that are translated into practical action for prevention, identification, and treatment.

### Vision

NEDC's vision is that all people living in Australia experiencing disordered eating or an eating disorder can access an effective, consistent and equitable system of care.

### Mission

To build a nationally consistent, evidence-based system of care for the prevention and management of eating disorders in Australia.

### Objectives

- NEDC develops and helps implement a consistent, evidence-informed national approach to the prevention and management of eating disorders in Australia.
- NEDC provides a vital collaborative and strategic platform for the Australian eating disorder sector, generating a unified sector voice and coordinated national action.
- NEDC supports the development of a skilled clinical and lived experience workforce with expertise based on nationally consistent standards.
- NEDC synthesizes lived experience, research evidence, and clinical expertise in consistent, national standards for prevention, identification, and treatment of eating disorders.
- NEDC actively implements evidence-based national standards across the stepped system of care.

## About NEDC

NEDC is funded by the Australian Government Department of Health and administered by The Butterfly Foundation (Butterfly). Butterfly is Australia's largest not for profit organisation dedicated to supporting people with eating disorders and negative body image and the people who care for them.

NEDC has a small and vibrant team, with offices in Sydney and Melbourne.

## Purpose of the Role

The purpose of the role of Clinical Resource Project Coordinator is to draw on clinical experience to contribute to the system building and communications projects of the NEDC. This involves research translation and knowledge mobilisation, ensuring that evidence-based information is presented in ways that are accessible and appealing to clinicians working in a variety of contexts. The position also requires skills in stakeholder engagement to ensure that the needs of particular audiences are understood and met.

The Clinical Resource Project Coordinator works closely with the NEDC project team to deliver projects on time within budget and within scope.

This position reports to the Strategy and Policy Lead.

## Responsibilities

- Collaborate with the NEDC team and other key stakeholders in the development and implementation of planning and clinical tools to support the provision of evidence-based eating disorder services across a range of health settings.
- Utilise own clinical experience, and that of others within and beyond the team, to inform the development of clinical tools, including flow-charts, how-to guides, quick reference guides, checklists, eLearning modules, web forms, and other types of tool as per identified need.
- Maintain NEDC's eLearning courses, including all administration processes associated with the Learning Management System, regular reviews and updates of content as required and any external requirements regarding third party accreditation.
- Review the existing suite of reports and frameworks produced by the NEDC and identify opportunities for resource development that will translate these materials into resources that can be easily used in a health practice context.
- Proactively identify opportunities for other resources that meet a specific clinical or community need, such as resources for specific populations or emerging issues in clinical practice.
- Ensure design of any resources is eye-catching, easy to follow and consistent with NEDC brand elements.
- In collaboration with other team members, contribute to continuous improvement of all NEDC tools and resources, including web content, social media, presentations, learning platforms and printed resources.

## Qualifications, Skills and Knowledge

To be successful in this position, the post-holder will need to be able to demonstrate the essential qualifications, skills and knowledge listed below. In addition, the desirable skills, knowledge and behaviours listed will be beneficial to success in this position.

### Essential

- Qualification in a medical or allied health discipline, with eligibility to register through the appropriate regulatory body (e.g. AHPRA or equivalent)
- Knowledge of health services and health professional networks relevant to the NEDC's work.

- Demonstrated experience working in a clinical setting, where a substantial part of the role involved identifying, responding to and/or treating people with eating disorders.
- Interest and experience in developing tools or resources to enhance and optimise current practices.
- High level of proficiency in making clinical or technical information clear and easy to follow.
- Demonstrated skills and interest in visual communication, design and use of graphic elements to enhance understanding of a topic or process.
- Must hold a full (unrestricted) Australian drivers licence and have access to a reliable car for work related travel when required.
- Must hold a Working With Children clearance for the relevant state/territory and a National Police Check.

### **Desirable**

- Experience in design with use of Adobe suite, Illustrator and Photoshop.
- Experience in use of eLearning platforms and software, including authoring tools and LMS.
- An understanding of eating disorders and body image issues and their impact on mental and physical health.
- Demonstrated experience working in a mental health setting or an area relevant to NEDC key stakeholders (e.g. education, general practice, allied health, primary health care)
- Experience in a similar not-for-profit or charitable NGO environment
- Flexibility to adjust to changing circumstances
- Driven to continually extend own learning and development

## **Diversity Statement**

Butterfly and the NEDC acknowledge Aboriginal and Torres Strait islander people as Australia's first people and traditional custodians.

Butterfly and the NEDC are committed to embracing diversity and welcomes all people irrespective of body type, ethnicity, lifestyle choice, faith, age, sexual orientation and gender identity.