



National
Eating Disorders
Collaboration

Evidence

Experience

Expertise

Position Description

Strategy and Policy Lead

National Eating Disorders Collaboration

April 2024

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.

1. NEDC Overview

NEDC is a national sector collaboration dedicated to developing and implementing a nationally consistent, evidence-based system of care for the prevention and treatment of eating disorders. NEDC is funded by the Australian Government Department of Health and Aged Care. Over the past fifteen years, NEDC has created a large body of comprehensive, evidence-based information and resources which establish standards for prevention and treatment of eating disorders. NEDC implements these standards in system-building projects, workforce development and consultation.

To inform its work, NEDC engages a broad range of stakeholders, including people with lived experience of eating disorders and their families and supports, clinicians, researchers, and other experts. NEDC has more than 10 000 members. NEDC also provides expert consultation and guidance on evidence-based provision of eating disorder services to policymakers and to national, state/territory and regional health, mental health and community organisations. NEDC's work is led by National Director Dr Beth Shelton and Chair Professor Phillipa Hay, and a Steering Committee of national sector leaders and experts. NEDC's contract is administered by the Butterfly Foundation on behalf of the Commonwealth Government.

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

2. Purpose

The primary purpose of the role of Strategy and Policy Lead is to work with the NEDC National Director and team to drive implementation of NEDC's recently released National Eating Disorders Strategy 2023-2033 (National Strategy). For context, see information about National Strategy implementation in the appendix.

The Strategy and Policy Lead will work with the National Director to coordinate NEDC's activities in National Strategy implementation. This involves overseeing project management including identifying tasks, setting deadlines, assigning responsibilities in collaboration with the National Director and team, monitoring and summarizing project progress, synthesizing data, communicating with stakeholders, producing written materials, and supporting the NEDC project team to deliver implementation projects on time, within budget and within scope.

The Strategy and Policy Lead also has a role in providing strategic and policy advice to inform NEDC's projects and overall direction, and in producing written communications to key stakeholders.

This position reports to the National Director NEDC.

3. Accountabilities & Responsibilities

National Strategy implementation

- Oversee project management of NEDC's National Strategy implementation activities, including the development of a detailed project plan to plan for, coordinate, and monitor National Strategy implementation activities, and enact this project plan in collaboration with the National Director and team
- Build and maintain relationships with key stakeholders and collaborative partners, particularly with key stakeholders in each state/territory and within eating disorder organisations, and support stakeholders to champion implementation of the National Strategy
- Coordinate NEDC's National Strategy Implementation Network of sector leaders and key stakeholders, to advise on National Strategy implementation
- Provide input into the evaluation of National Strategy implementation (which is led by NEDC's Research Lead)
- Synthesise evidence from a variety of sources to inform National Strategy implementation including implementation science
- Prepare briefings and reports for the Australian Government Department of Health and Aged Care, as well as targeted communications for other stakeholders
- Develop and/or maintain a detailed understanding of the eating disorder sector and the broader mental health and health policy and reform environment, to guide and inform National Strategy implementation and NEDC's overall direction
- Represent NEDC in a variety of contexts including to national and state/territory-based stakeholders, various agencies and professional networks
- Prepare reports on project activities to meet NEDC reporting requirements in conjunction with other members of the NEDC team

Broader strategic and policy advice

- Support the National Director in the development and delivery of strategic plans and related activities
- Develop and/or maintain a detailed understanding of the eating disorder sector and the broader mental health and health policy and reform environment, and draw on this knowledge to provide strategic and policy advice to inform NEDC's decisions about projects and overall directions
- Prepare responses to consultation opportunities which align with NEDC's position and strategic direction
- Prepare briefings and reports for the Australian Government Department of Health and Aged Care, as well as targeted communications for other stakeholders

Note: There will be some overlap between the National Strategy implementation components of the role and the broader strategic and policy advice components of the role.

4. Selection Criteria

To be successful in this position, the applicant will 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

- Tertiary qualifications in health, social sciences, policy, education, community development or a related discipline
- Demonstrated project management skills, including experience in developing, implementing and evaluating projects successfully and within agreed budget, scope and timeframes
- Strong interpersonal, relationship building, client engagement and communication skills (verbal and written)
- Excellent organisational capacity, including time management skills, high level of accuracy, attention to detail and proven ability to follow tasks through to completion
- Knowledge of the mental health sector
- Interest in improving the system of care for people experiencing eating disorders and their families/supports
- Intermediate computer skills, including the use of Microsoft Office and online survey applications.
- A proven team player who can also work well autonomously
- Understanding of the principles of evidence-based practice and their application in a health context
- Demonstrated experience coordinating and facilitating stakeholder engagement activities, education events, consultation and other initiatives
- Ability to undertake some inter and intra-state travel and work outside business hours as required

Desirable

- Knowledge of Implementation Science, including practical application of Implementation Science principles to on-the-ground initiatives
- An understanding of eating disorders and body image issues and their impact on mental and physical health
- Experience working in, or with, the eating disorder sector and broader mental health sector
- Demonstrated experience working in a mental health setting or an area relevant to NEDC key stakeholders (e.g. government, education, general practice, allied health, primary health care, health promotion)
- Experience in a similar not-for-profit or charitable NGO environment
- Flexibility to adjust to changing circumstances
- Self-motivated and demonstrates initiative
- Motivated to continually extend own learning and development

5. Other Requirements

- Act in a professional manner that reflects positively on the NEDC and contributes to effective team functioning.
- Be committed to the safety and well-being of all children and young people accessing services collocated with the NEDC and contribute to a child-safe and child-friendly environment.
- Strive to act in accordance with the vision, mission and objectives of the NEDC and work to assist the NEDC in achieving its aims.
- Follow the NEDC's and Butterfly Foundation's policies and procedures.
- Follow/participate in occupational health and safety measures.
- Act considerately around the workplace and have regard for the well-being of fellow staff, volunteers and any service users.
- A current Working With Children Check clearance (pass) is required
- It is a requirement that all clinically qualified employees submit proof of registration with a recognised professional body on commencement and undertake to keep the NEDC informed of any changes to their registration.
- All staff are expected to have the ability to eat in a healthy, relaxed, flexible manner in the company of others, and to model an appropriate relationship with food and body.

6. Diversity Statement

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

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

Appendix

Implementation of the National Strategy

Successful implementation of the National Strategy will require 'top-down' planning, authority and leadership across the system of care, in conjunction with 'bottom-up' context-specific system-building initiatives. It will also require overarching coordination, guidance, resources, and evaluation, to help to drive change, maximise impact, and reduce duplication. NEDC's main role is to drive the overarching coordination, guidance, resources, and evaluation of the National Strategy implementation. NEDC also has a role (alongside other stakeholders), in leading or supporting top-down and bottom-up system-building initiatives. This implementation theory of change, including NEDC's role, is illustrated in Figure 1 below.

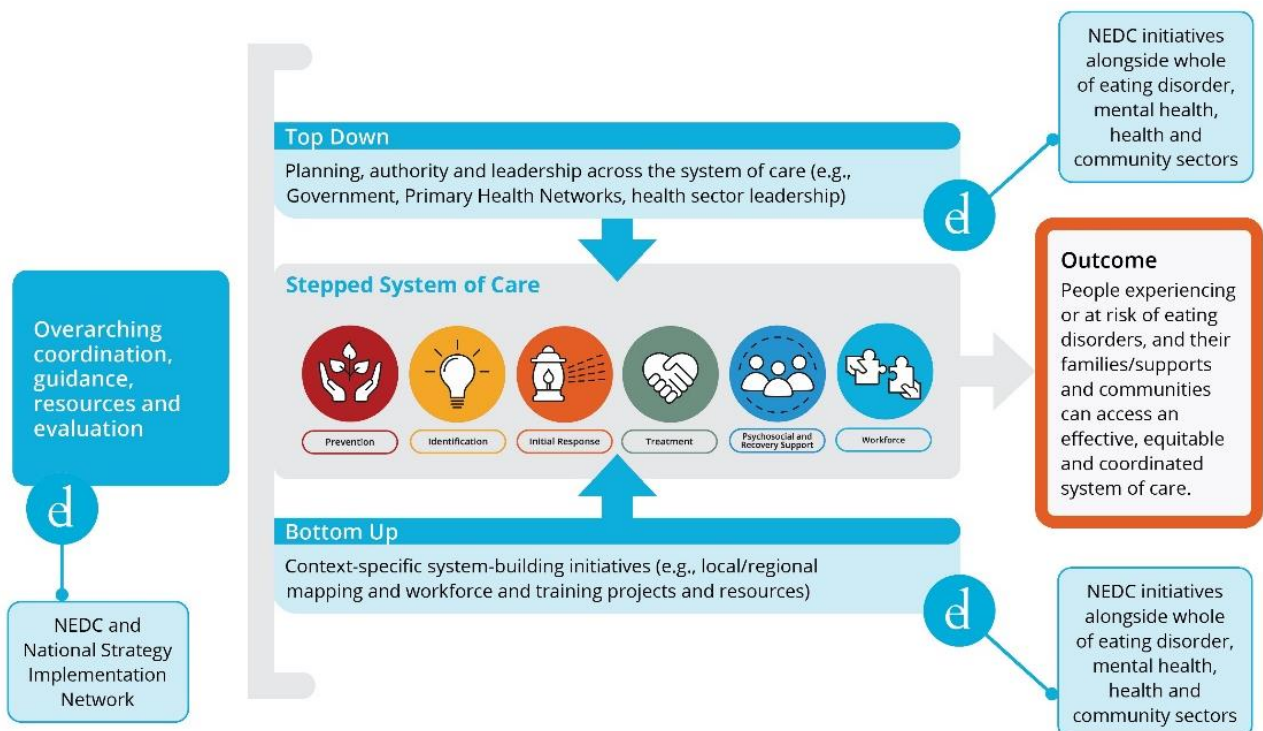


Figure 1. Implementation theory of change