

POSITION DESCRIPTION

Position Title	Clinical Research Officer (Dietitian)		
Organisational Unit	The Faculty of Health Sciences		
Functional Unit	Centre For Exercise & Nutrition		
Nominated Supervisor	Director, The Mary MacKillop Institute for Health Research		
Classification	HEW 7		
CDF Level	HEW 7 CDF1	Position Number	10601524
Attendance Type	Full Time	Date reviewed	10-NOV-2025

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

An ACU education builds on the Catholic understanding of faith and reason working together in pursuit of knowledge and promotion of human dignity and the common good.

An ACU education seeks to transform lives and communities. Students are challenged to look beyond the classroom, solve real-world problems, develop their own search for meaning and cultivate strong professional ethics. They are invited to stand up for people in need and causes that matter.

ACU is open to all. As is common with great Catholic institutions the world over, the university is inclusive and supportive of everyone, every day – regardless of their faith or tradition.

ACU is a young university making a serious impact. Ranked in the top two per cent of universities worldwide and in the top 10 Catholic universities, we're also a leader in employability with 94 per cent of our graduates employed. The university has seven campuses around Australia, a campus in Rome, Italy, and an online campus – ACU Online.

ACU has four faculties, and several research institutes and directorates. We believe our number one asset is our people. It's the character, enthusiasm and dedication of our staff that make this a university like no other. All our staff contribute to the achievement of our goals set out in ACU's Vision 2033 and aim to provide high-quality services with a strong focus on service excellence.

To be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

The structure to support this complex and national university consists of:

- Vice-Chancellor and President
- Deputy Vice-Chancellor - Catholic Mission
- Provost and Deputy Vice-Chancellor (Academic)
- Deputy Vice-Chancellor (Corporate)
- Deputy Vice-Chancellor (Research and Enterprise)
- Deputy Vice-Chancellor (Education)

ABOUT THE FACULTY OF HEALTH SCIENCES

The Faculty of Health Sciences comprises three schools:

- Allied Health
- Behavioural and Health Sciences
- Nursing, Midwifery and Paramedicine

There are currently approximately 14,000 students (EFTSL) and 520 (FTE) staff in the faculty under the disciplines: occupational therapy, speech pathology, social work, exercise science, exercise physiology, nutrition science and dietetics, biomedical science, nursing, midwifery, paramedicine, digital health, physiotherapy, psychology and public health. The faculty is represented across seven ACU campuses.

The faculty's research broadly addresses the Future Healthcare Worker, Health across the Lifespan, and Human Performance, with some of our current research focused on Cardiovascular Disease, Metabolism, Health Services Research, Nutrition, Sports Performance and Rehabilitation, Psychology, and Mental Health.

An expanding portfolio of postgraduate courses is also available in coursework and research. Many postgraduate courses within the faculty have been developed in conjunction with industries to meet specific needs of the professions and industry. Some postgraduate units are offered in flexible learning mode by online study. All students have professional and clinical experience that is supervised by specially qualified practitioners. Catholic hospitals and other public, private and specialty organisations, as well as schools and the health and sports industry, are involved with preparing for, promoting, and offering this valued and essential experience.

The goals of the faculty are closely linked to and emanate from the Mission of the university. The areas of achievement by the Faculty include the key areas of teaching and learning, research and scholarship, community engagement in addition to specific objectives regarding internationalisation, quality and resource management. It has well-established procedures for evaluating performance and ensuring quality which involve students and representatives of the various statutory registration authorities and professional organisations, as well as recent graduates and employers.

Further information about the faculty can be found at:

<https://www.acu.edu.au/about-acu/faculties-directorates-and-staff/faculty-of-health-sciences>

ABOUT THE MARY MACKILLOP INSTITUTE FOR HEALTH RESEARCH

The Mary MacKillop Institute for Health Research (MMIHR) is dedicated to finding and advocating effective strategies to create healthier societies. Our research aims to address critical public health issues by identifying and responding with innovative research programs that deliver better health outcomes and transform lives. Inspired by Saint Mary MacKillop's spirit of compassion, courage, and service, the MMIHR seeks to shape lasting change that not only improves health but empowers people to realise their potential and live rich, fulfilling lives.

The MMIHR brings together leading researchers to advance knowledge and maximise human potential through evidence-based, socially responsive research.

The institute works in the spirit of ACU's Mission to serve the common good through research that makes a real-world difference. With research spanning prevention through to performance, MMIHR's four research centres support communities and individuals to thrive across the lifespan:

- Behaviour, Environment, and Cognition Research Centre (BECRC)
- Centre for Human Performance and Metabolism (CHPM)
- Healthy Brain and Mind Research Centre (HBMRC)
- Sports Performance, Recovery, Injury and New Technologies Research Centre (SPRINT).

Comprising world-class research infrastructure and a critical mass of world-class researchers who facilitate large-scale research studies, the MMIHR is a hub for innovative, transdisciplinary research that spans the full human experience. By collaborating across different fields and in close partnership with communities, the MMIHR finds new ways to understand and address health priorities and maximise human potential. The institute is committed to ethical, inclusive, and practical research designed not just to understand challenges but to solve them.

POSITION PURPOSE

The Clinical Research Officer (Dietitian) will provide dietetics and nutrition expertise to support research activities within the Centre for Human Performance & Metabolism. This will include but not be limited to dietary analysis and nutrition prescription for research participants ranging from healthy individuals to those with chronic disease, injury or illness.

KEY RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- [ACU's Vision 2033](#)
- [Catholic Identity and Mission](#)
- [Code of Conduct for all staff](#)
- [ACU Capability Development Framework](#)
- [ACU Staff Enterprise Agreement 2022-2025](#)
- [ACU Staff Reconciliation Action Plan](#)

The Capability Development Framework describes the core competencies needed in all ACU staff to achieve the university's strategy and supports its mission.

Responsibility	Scope
Provide specialist input into nutrition-based research projects as stipulated by successful funding applications, consultancy projects and other awards. This will encompass consultations with both clinical populations (i.e., individuals with overweight/obesity, type 2 diabetes) as well as athletic populations.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Facilitate and manage nutrition-related research activities as directed by the Program Leader or Lead Investigator, including planning of diets/meals for research studies.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Assist in the recruitment of clinical and other research participants and manage participants in accordance with relevant legislation and clinical policies and processes and ensure data collection	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Assist in the design and implementation of research projects. Undertake dietary analysis and report on research findings to the project leader and participant feed-back.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Maintain relevant research databases and ensure currency of understanding in relation to specialist software.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Work effectively in collaboration with a range of internal and external stakeholders including medical health practitioners, multi-disciplinary researchers and research participants.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Prepare a range of written materials including research reports for the Program Leader, project partners and project funders.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Work as part of a larger team to undertake clinical and other research projects in a professional and timely fashion	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit

HOW THE ROLE OPERATES

The position will need to seek approval from their supervisor before making changes to processes and procedures.
The position requires resilience and adaptability to be able to respond to changes in the sector and business landscape and identify areas of improvement.
The position needs to build relationships with staff across the organisation to perform their duties.
This position does not have managerial responsibilities.

SELECTION CRITERIA

Qualifications, skills, knowledge and experience:	<ul style="list-style-type: none"> • Qualification - Accreditation as a Practicing Dietitian with the Dietitians Association of Australia or equivalent qualification coupled with comprehensive practical experience. ISAK anthropometry qualification and/or DXA (dual- energy x-ray absorptiometry) accreditation (e.g. completion of the ANZBMS course in Clinical Bone Densitometry which satisfies the requirements of radiation safety legislation) is desirable, but not essential. • Experience - Extensive practical experience in nutrition-based clinical trials including, but not limited to participant enrolment, consultation and follow up • Experience - Demonstrated experience working with dietary analysis software. • Experience - Demonstrated experience working within a clinical research environment. Desirable attributes include; an understanding of research methodologies, phlebotomy skills, REDCAP. • Skill - Demonstrated planning and organisational skills with the ability to service a number of projects at one time, achieve required outcomes and meet deadlines • Skill - High-level analytical, conceptual and problem-solving skills and well-developed written skills and experience in presenting information such as preparing reports for a range of audiences and purposes. A willingness and capacity to author- and co-author scientific manuscripts is desired. • Skill - Demonstrated interpersonal and verbal communication skills to work effectively with clinical participants and as part of a larger team. • Knowledge - Demonstrate a commitment to working in an environment of academic excellence, guided by ACU's Service Principles.
Core Competencies:	<ul style="list-style-type: none"> • Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values. • Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence. • Communicate with purpose. Gain the support of others for actions that benefit ACU. Negotiate for mutually beneficial outcomes that are aligned with the Mission, Vision and Values of the University. • Coach and develop self and others through setting clear expectations, managing performance and developing required capabilities to establish a culture of learning and improvement. • Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness.

Essential Attributes:	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
Working with Children and vulnerable adults check	This role does not require a Working with Children Check.

REPORTING RELATIONSHIPS

For further information about the structure of the University, refer to the Organisation Chart
<https://www.acu.edu.au/about-acu/leadership-and-governance/leadership/organisational-structure>