

## Job Description

**Job Title:** Professional Practice Officer

**Job Location:** Head Office Birmingham, with flexible working

**Responsible To:** Director of Education and Professional Practice

### Job purpose

To play a lead role in the development of dietetic practice, providing direction, advice and guidance for the membership, and inputting to national strategies across the UK on issues that impact dietetic workforce development. To lead projects and programmes of work that push the boundaries of dietetics, and support members day-to-day practice through the development of tools, resources and practice guidance. To contribute to the development of BDA strategy and EPP Team workplans, and identify EPP business opportunities.

### Job context

The British Dietetic Association, founded in 1936, is the professional Association for registered dietitians in Great Britain and Northern Ireland. It is the largest organisation of food and nutrition professionals, with over 9,000 members.

The British Dietetic Association, founded in 1936, is the professional Association for registered dietitians in Great Britain and Northern Ireland. It is the nation's largest organisation of food and nutrition professionals with over 10,000 members.

The BDA is committed to promoting the science and practice of dietetics and raising awareness of the work that our members carry out.

The Education and Professional Practice Team leads on all aspects of professional practice education, and workforce development, influencing UK wide policy and practice within research, clinical governance, professional development and pre and post registration education and training. The BDA Classroom and Learning Zone provides continuing professional development opportunities and resources for the dietetic workforce and multi-professional training in nutrition and dietetics. The BDA are global partners managing the Practice-based Evidence in Nutrition (PEN) tool.

All staff uphold the values of the Association (Professional, Dynamic, Innovative) and represent the profession and the Association to stakeholders.

### Key areas of responsibility

- Support BDA Directors and members to identify, develop, implement and evaluate strategies to support dietetic professional development across the UK, undertaking scoping reviews and producing briefing papers and data analysis.

- Maintain an overview of national healthcare policies in the four countries, identifying key issues for workforce development, and providing input as necessary.
- Lead on projects to support members engage with the NHS digital transformation and leadership agendas, including engagement with SNOMED CT to support Standardised Language and the BDA app library ORCHA to promote digital practice.
- To provide project management and support to working groups and task and finish groups as required
- To act as an authoritative source of advice and guidance for the membership and stakeholders, answering complex and multi-factorial professional practice queries.
- To represent the profession and BDA at external meetings and forums as required
- Lead, and contribute to BDA responses to national consultations relevant to professional practice and workforce
- Identify opportunities for collaborative working with stakeholders which are of mutual benefit, for example with other AHPs and AHP professional bodies, and participate in or lead these initiatives as required.
- Attend national and international conferences to share best practice from the UK and learn more about future developments in nutrition and dietetics
- To undertake any other duties as may from time to time be required.
- To comply with all relevant BDA policies and procedures.

## **Role Dimensions**

### **People management and leadership**

- No people management but will be expected to provide support and training to the EPP Programmes Assistant

### **Money and resources**

- Supports the development of the EPP budgets, and manages individual project budgets as necessary.

### **Impact on reputational risk**

- The role will contribute to the management of reputational risk with internal and external stakeholders in relation to professional practice. It will promote high standards of ethical and professional practice, ensuring the profession is not brought into disrepute, and its members are seen as the leaders in nutrition and dietetic practice on a national and international platform.

### **Emotional Impact**

- Will be required to manage conflict between individual members, and between members and the BDA on matters of professional practice.

## Person Specification

Category	Essential	Desirable
Skills	<ul style="list-style-type: none"> <li>• Critical appraisal skills</li> <li>• Ability to communicate in an informed manner</li> <li>• Ability to be innovative and creative</li> <li>• Able to effectively present information to different audiences using different means of communication</li> <li>• Excellent presentation skills</li> <li>• Able to organise and prioritise workload to meet tight deadlines</li> <li>• Able to work as part of a team</li> <li>• Networking and ability to seek out and share good practice</li> <li>• Flexibility and adaptability</li> <li>• A commitment to personal and professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivering webinars and video presentations.</li> <li>• Experience of writing professional content for various social media channels</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of managing a dietetic case load.</li> <li>• Experience of producing briefing papers and responding to consultations.</li> <li>• Proficient in Microsoft Office (Word, Excel, PowerPoint etc.)</li> <li>• Experience of multi professional working</li> </ul>	<ul style="list-style-type: none"> <li>• Practice or clinical guidance development</li> <li>• Experience of at least one specialist area of dietetics</li> <li>• Volunteer role within BDA or other voluntary organisation</li> <li>• Project management</li> <li>•</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Registered Dietitian</li> <li>• Understanding of the HCPC and its role in governing dietitians' professional conduct</li> <li>• Evidence of continuing professional development</li> <li>• Understanding of dietetic workforce issues</li> <li>• Familiarity with current BDA guidance documents</li> <li>• Familiarity with current government health strategies and reports.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the NHS Digital and leadership agendas</li> <li>• Wide knowledge of public health and nutritional issues</li> <li>• Knowledge of BDA organisation, activities and procedures.</li> <li>• Member of the BDA</li> </ul>

## CHANGES:

This is a description of the job as it is presently constituted. It is the practice of the British Dietetic Association to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you.

This job description is supported by annual objectives and performance standards to provide an indication of the level of performance expected from the role.

Signed by ..... Date .....  
Job holder

Signed by ..... Date .....