



POSITION DESCRIPTION

Job Title:	Nutrition Advisor – Waikato
Team/Group:	Prevention
Job Reports to:	Prevention Manager
Location:	Waikato Region
Job Purpose/Objective:	To contribute to the Heart Foundation’s mission by creating heart healthy environments through delivery of nutrition and physical activity initiatives in early learning services and schools. Work with key local stakeholders and influencers in the education and health sector to promote heart healthy environments for children.
Operating Unit	The Prevention team influence multiple systems to create healthy environments and promote knowledge and behaviours which support heart health for all people living in Aotearoa New Zealand.
Reporting Structure/Direct Reports:	No direct reports
Key Responsibilities/Tasks:	• Promote and deliver Heart Foundation nutrition and physical activity initiatives in early learning services and schools. ○ Achieve agreed outcomes in early learning services and schools. ○ Provide professional development opportunities to early learning staff, schools and whānau. ○ Work in collaboration with key stakeholders (e.g., public health units, regional sports trusts, Ministry of Education advisors, Boards of Trustees, school support services, kaupapa Māori organisations, non-governmental organisations). ○ Support national reporting through data collection and evaluations. ○ Promote early learning and school achievements at a local level through media and other opportunities. • Actively encourage and support high needs communities to participate in Heart Foundation early learning service and school initiatives. • Be responsive to Māori and Pacific education providers by working closely with educators, local stakeholders, and existing networks to meet identified needs and ensure Heart Foundation initiatives are relevant and appropriate.

(Date last updated: 05/07/2026)



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	• Build and maintain a strong network of local key stakeholders (as outlined above). • In conjunction with the Prevention Manager, develop an annual performance plan which identifies expectations and guides performance. • Submit clear and insightful written reports, which describe and complement initiative delivery, and demonstrate an understanding of the local education environment in which services are provided. • Engage in ongoing training, which may involve travel outside of the local area. The Prevention Manager will outline training in advance. • Service delivery area will be outlined by the Prevention Manager and travel may be required. • Assist with local events/activities, which support and profile the Heart Foundation. • Maintain current CPR practicing status in accordance with Heart Foundation policy.
Key Relationships: Internal/External	Internal • Other members of the Prevention team • Shared Services team • Local Heart Health Promoters. External • Early learning services staff • School principals, Board of Trustees and staff • School canteen managers and early learning cooks/food service providers. • Staff from public health units and other local relevant health promotion organisations • Regional Sports Trusts • Local early learning associations • Local teachers' training institutes/providers.
Key Capabilities needed to succeed: Including qualifications, experience and skills	• A tertiary qualification in Human Nutrition, Education or Physical Activity or related field • A strong understanding of public health, including an understanding of the educational, socio-economic, cultural and community factors, which influence child health • Sound understanding of and commitment to the heart health of New Zealanders, with a focus on addressing health inequalities in high needs communities • Previous experience in successfully motivating individuals, groups, and/or organisations to adopt health promoting practices • Proven experience in facilitation and delivering effective and engaging presentations to a variety of audiences

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	• An individual who will work effectively as part of a decentralised team, while also demonstrating an ability to identify, analyse and solve problems on a day-to-day basis, without direct supervision • Intermediate Microsoft office suite and general computer skills • Previous experience with Customer Relationship Management (CRM) databases would be advantageous • A current, clean full driver's licence and a car you can use for work. • Knowledge of the broader context in which early learning services and schools operate • Knowledge of sales and social marketing and how these can be used to enhance service delivery • An understanding of tikanga Māori would be beneficial.
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The job description above gives a general overview of the role and level of work to be performed by the incumbent. It is not a prescriptive list of all responsibilities and skills required. Reasonable changes to the role may be made if appropriate.