



POSITION DESCRIPTION

Job Title:	Food Industry Manager
Team/Group:	Prevention Team
Job Reports to:	Head of Prevention
Location:	Te Whare Manawanui, Ellerslie, Auckland
Job Purpose/Objective:	Lead the Heart Foundation's work to improve the food supply and increase the availability of healthier foods and beverages.
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:	1x direct report
Key Responsibilities/Tasks:	<ul style="list-style-type: none"> • Lead the food reformulation programme: <ul style="list-style-type: none"> ○ Develop and implement a comprehensive food reformulation operational plan aligned with the Heart Foundations strategic plan. ○ Identify key opportunities and partnerships to drive the reformulation of food products. ○ Build and maintain relationships with food manufacturers, industry associations, government agencies and other key stakeholders. ○ Advocate with key stakeholders (food companies, food industry associations) to raise awareness of the public health impact of reducing sodium/sugar in manufactured foods. ○ Provide expert advice and evidence to support reformulation and new product category strategies. ○ Request, monitor and analyse current industry data to support the development of and progress towards targeted food reformulation. ○ Support food companies to achieve nutrient targets through food reformulation and new product development. ○ Develop and implement evaluation strategies to monitor and report on impact. ○ Identify and resolve/mitigate risks and issues. ○ Engage with consumer, health, academic and industry stakeholders to increase awareness of food reformulation work.

(Date last updated: 13/09/2024)



POSITION DESCRIPTION

	<ul style="list-style-type: none"> ○ Showcase successes to consumer, health, academic and industry stakeholders. ● Management and leadership <ul style="list-style-type: none"> ○ Support the strategic plan of the Heart Foundation, ensuring that direct report/s understand the context and contribution of their work to the goals. ○ Implement clear performance expectations and KPIs, monitor and evaluate on a on a regular basis and take appropriate action. ○ Provide clear directions to team members and support them to ensure they have the resources and tools that enable them to be effective. ○ Support, coach and develop direct report/s to be high performing individuals that work collaboratively and cohesively to meet organisational goals. ○ Recruit and retain high performers, providing clear expectations of performance, regular feedback and development plans to enable personal and professional growth. ○ Ensure the Heart Foundation fully meets all health and safety obligations for team members. Promote a strong health and safety culture and adherence to procedures, policies and guidelines. ● Reporting and other tasks <ul style="list-style-type: none"> ○ Support Head of Prevention by providing content for key reports including the Heart Foundation Board report and the Health New Zealand – Te Whatu Ora report. ○ Undertake any other duties and project work as reasonably required by your manager. ○ Maintain current CPR practicing status in accordance with Heart Foundation policy.
<p>Key Relationships:</p> <p>Internal/External</p>	<p>Internal</p> <ul style="list-style-type: none"> ● Marketing and Communications Team ● Data Services Team ● Chief Advisors ● Other Heart Foundation team members as required <p>External</p> <ul style="list-style-type: none"> ● Food companies (includes retailers, ingredient manufacturers) ● Food Industry Associations ● Researchers/academics ● Government

(Date last updated: 13/09/2024)



POSITION DESCRIPTION

	<ul style="list-style-type: none"> • Other international reformulation programmes • Trade media
<p>Key Capabilities needed to succeed:</p> <p>Including qualifications, experience and skills</p>	<ul style="list-style-type: none"> • A tertiary qualification related to nutrition, dietetics, food technology and/or public health • Knowledge of the food industry, food reformulation and product development • Strong communication and facilitation skills – able to build and facilitate effective working relationships both internally and externally • Understanding of food/nutrient composition and consumption patterns in New Zealand; food standards (FSANZ) • Strong research, reporting and presentation skills • Intermediate computer skills including Microsoft 365: Word, Excel, Outlook, PowerPoint, SharePoint, Teams, Client Management Systems

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.