

POSITION DESCRIPTION

Position Title	National Manager, Engagement and Training
Reports to	General Manager, Partnerships
Date Prepared	March 2026

1. About PHA

Plant Health Australia (PHA) is the trusted coordinator of the Australian plant biosecurity system. We bring expertise, knowledge and stakeholders together to generate solutions that improve biosecurity outcomes to ensure the system is future-oriented and solutions-focused.

Our purpose is to strengthen Australia's plant biosecurity system for the benefit of the economy, environment, and community by working with government, industry and other stakeholders to manage the risks posed by exotic plant pests and diseases.

We play a crucial role in the management of responses to emergency plant pests as the custodian of the Emergency Plant Pest Response Deed. We also work collaboratively with our Members and other organisations to build resilience and enhance preparedness, response and recovery efforts.

PHA has 57 Members across three categories:

- Government Members
- Plant Industry Members
- Associate Members.

PHA also aspires to be an employer of choice with a strong employee value proposition.

2. About the Position

Reporting to the General Manager, Partnerships, the role has responsibility for maintaining existing partnerships and building new partnerships to improve biosecurity outcomes and achieve PHA's strategic goals.

The position covers key member engagement activities and the implementation of biosecurity programs that strengthen preparedness and response capabilities. It is also responsible for ensuring the effective development and delivery of training activities which aim to enhance the workforce capability of Australia's plant biosecurity system.

The position is based in the PHA Office in Canberra, however, hybrid or remote/outposted working arrangements will also be considered.

There is occasional interstate travel required for the position.

3. Working and Reporting Relationships

- The position reports to the General Manager, Partnerships.
- Direct reports include the Manager, Training and the Project Officer, Engagement.
- Good working relationships with PHA Members, the plant health community and key stakeholders in the broader biosecurity area including industry peak bodies, regional representatives, local, state and federal government delegates as well as with relevant research funding agencies.

4. Key Responsibilities

Key responsibilities include:

- Manage the delivery of member engagement activities such as the PHA Members Forum, PHA Government Members Forum and the Plant Industry Forum.
- Oversee the development and delivery of training activities, including face-to-face training, online courses and simulation exercises.
- Provide leadership to support the delivery of multi-party collaborative programs that strengthen preparedness and response capabilities.
- Improve existing partnerships and build new partnerships.
- Manage a diverse and geographically dispersed team to deliver positive outcomes.
- Prepare and coordinate input to PHA planning and reporting processes and responses to external reviews.
- Provide subject matter expertise and strategic advice across different programs or work areas.
- Represent PHA on nominated national committees and at meetings, conferences and events.

5. Decision Making Authority

Decision making authority delegated to the incumbent including decisions the incumbent is expected to make, and decisions where the incumbent is expected to recommend to other roles within PHA for their approval prior to implementation.

Decisions expected	Recommendations expected
This position holds no delegations.	<ul style="list-style-type: none"> • Within relevant budgets, recommend purchase of goods, services and contracts. • Recommend annual budget for responsible area. • Recommend professional development opportunities for direct reports.

6. Key Capabilities, Experience and Qualifications

Key capabilities necessary for the role, including behavioural competencies, relevant experience and qualifications.

Experience/Knowledge/Attributes	Essential/Desirable
Outstanding interpersonal, stakeholder and relationship management skills	Essential
Outstanding oral and written communication skills	Essential
Demonstrated effective project and contract management skills, including the ability to manage and deliver multiple projects simultaneously	Essential
Excellent critical thinking, analytical and problem-solving skills, as well as strong attention to detail	Essential
Significant experience in, or extensive knowledge of, biosecurity and/or emergency response	Essential
Ability to lead by example, embedding and championing PHA's Values in Action across teams and decision-making processes.	Essential
Qualifications	
Graduate qualification in science, agriculture (or equivalent).	Essential

Post-graduate qualification in science, management or agriculture discipline.	Desirable
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Work rights: Candidates must have ongoing work rights in Australia, independent of any employment with PHA. PHA does not generally act as a sponsor for overseas employees. Where PHA is offering sponsored employment, this will be clearly specified in the job advertisement.

Background Checking: *All prospective and current staff are required to undergo an applicable Background Check for their new position. The baseline requirements for background checks at PHA are reference checking, identity and qualification verification, declaration of pre-existing health conditions, a National Police Check, as well as a work rights check for applicants who do not hold Australian citizenship or permanent residency. All appointments are dependent and conditional upon the required Background Checking being completed, and/or the relevant supporting evidence provided to PHA People and Culture in order to complete the checks.*