

POSITION DESCRIPTION

Position Title	Project Officer, Digital Systems
Classification Level	Project Officer
Reports to	Manager, Digital Systems
Date Prepared	April 2026

1. About PHA

Plant Health Australia 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 that the system is future-oriented and solutions-focused.

The purpose of PHA is for government and industry to have a strong biosecurity partnership that minimises pest impacts on Australia, enhances market access and contributes to industry and community sustainability.

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

The PHA Digital Systems team is focused on improving critical frontline resources and people, modernising ICT systems and strengthening partnerships between PHA Members. The Digital Systems team administers a range of systems integral to national plant biosecurity, including AUSPestCheck®, the Australian Plant Pest Database (APPD), the Pest and Disease Image Library (PaDIL) and the Electronic Plant Health Assurance Certificate (ePHAC) system. Each of these systems are proprietary applications which have been built in Microsoft Azure using a loosely-coupled micro-service model.

2. About the Position

The Project Officer, Digital Systems is a member of the Digital Systems team in the Resilience and Innovation portfolio. The team adds value to data by collating and analysing information to transform it into insight and intelligence that informs decision making.

With general direction and day-to-day supervision from the Manager, Digital Systems, this role works closely with the Coordinator, Digital Systems to provide support for a range of Digital Systems managed by PHA that deliver national surveillance and diagnostic outcomes for plant biosecurity. The Project Officer engages with various stakeholders across government and industry to promote data sharing and increased access to diagnostic information, facilitated by the Digital Systems at PHA. The role would suit someone who has demonstrated ability to work efficiently with different ICT platforms and software suites, and a willingness to apply this knowledge to a Digital Systems context. The position requires sound communication skills to liaise with system users from industry and government, as well as assist with delivering training and develop support material for users.

The position is based in the PHA Office in Canberra, however, other locations may be considered based upon experience. The position is available at a minimum of 30 hours per week until 30 June 2028.

3. Working and Reporting Relationships

- The position reports to the Manager, Digital Systems and indirectly to the National Manager, Digital Systems.
- Assist with secretariat functions and documentation for various committees relevant to the specific role, which may include the Steering Committees and working groups for a variety of digital systems.
- Good working relationships with all PHA staff, plant industry members, steering committee members and participants plus digital system content contributors.
- Work closely with developers (MTP) on Digital Systems maintenance and enhancements.

- Key external stakeholders include government jurisdictions and plant peak industry bodies along with other government agencies, and research and development funding providers and deliverers.

4. Key Responsibilities

Key responsibilities include:

- Support delivery of AUSPestCheck®, APPD, PaDIL, ePHAC and any other digital systems as may be required.
- Assist with secretariat functions to national committees that optimise and drive plant biosecurity policy as required.
- Assist in the development of training and resources for the relevant digital systems.
- Assist with identifying and developing initiatives that support collecting and collating information on plant pests.
- Assist with development, update and finalisation of support material such as guides, training presentations or fact sheets.
- Assist with the development of progress updates and reports on the delivery of the relevant digital systems.
- Assist with user acceptance testing of new system functionality as directed or required.
- Support Coordinator, Digital Systems, collection managers or other users of our digital systems with the upload of new records or other data sets.
- Provide administrative support to assist steering committees and technical groups associated with PHA's Digital Systems.

5. Decision Making Authority

Decisions expected	Recommendations expected
This position holds no delegations	The successful candidate is expected to make recommendations for the purchase of goods or services to the relevant Manager.

6. Key Capabilities, Experience and Qualifications

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

Experience/Knowledge/Attributes	Essential/Desirable
A demonstrated aptitude to quickly learn and understand new digital systems and technologies.	Essential
Demonstrated ability to work autonomously and as a member of a team	Essential
Demonstrated problem-solving skills, as well as strong attention to detail	Essential
Sound oral and written communication skills	Essential
Strong interpersonal, stakeholder and relationship management skills	Essential
Ability to consistently adhere to and demonstrate PHA's Values in Action through day-to-day activities and interactions.	Essential
Qualifications	
Graduate qualification in Information Technology or a related field and experience in applying these skills in a novel environment; or graduate qualification in Science with an interest in applying this knowledge in a digital	Desirable

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 work visas. 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.*