

POSITION DESCRIPTION

Position Title	Project Officer, Corporate Services
Reports to	General Manager, Corporate Services
Date Prepared	September 2024

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 the system is future-oriented and solutions-focused.

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

2. About the Position

With general direction/day-to-day supervision from the General Manager, Corporate Services, the role will work closely with key PHA personnel to provide corporate services support across governance, marketing and communications, finance, facilities, property, people and culture (P&C) and administrative functions.

The position is based in the PHA Office in Canberra and is available on a full-time/part-time (minimum 30 hours per week) basis for an initial period of two years.

3. Working and Reporting Relationships

- The position reports to the General Manager, Corporate Services.
- Close working relationships (including day-to-day supervision of specific tasks and projects) with the People & Culture Consultant and Governance Coordinator
- Good working relationships with all PHA managers and staff, the plant health community, and key stakeholders in the broader biosecurity area.

4. Key Responsibilities

Key responsibilities include:

- Provide administrative support for Board and Board Committee agendas, papers and minutes.
- In collaboration with the Governance Coordinator, assist with administrative activity related to corporate reporting (Annual Operational Plan, Mid-Year Performance Report and Annual Report.)
- Work with the General Manager, Corporate Services and Governance Coordinator on preparation required for Senate Committee appearances.
- Provide support to the administration of Company policies, procedures and corporate risk management tracking.
- Provide backfill Governance Coordinator support.
- Provide P&C support and relief, as required, in essential areas such as recruitment, onboarding, probation and contract variations

5. Decision Making Authority

Decisions expected	Recommendations expected
This position holds no delegations.	Within relevant budgets, recommend purchase of goods or services to the General Manager, Corporate Services.

6. Key Capabilities, Experience and Qualifications

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

Experience/Knowledge/Attributes	Essential/Desirable
Strong oral and written communication skills	Essential
Strong interpersonal, stakeholder and relationship management skills	Essential
Demonstrated critical thinking, analytical and problem-solving skills, as well as sound judgement and strong attention to detail	Essential
Demonstrated ability to provide secretariat and administrative support	Essential
Strong organisational and time management skills, and the ability to manage multiple and competing priorities and deadlines	Essential
Demonstrated ability to work autonomously and as a member of a team	Essential
Qualifications	
Undergraduate qualification in a relevant discipline, such as business, HR, or equivalent	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 overseas employees. Where PHA is offering sponsored employment, this will be clearly specified in the job advertisement.