

POSITION DESCRIPTION

Position Title	Project Officer – Grains Farm Biosecurity Program
Reports to	National Manager – Preparedness and RD&E
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 National Manager, Preparedness and RD&E, the role is responsible for the coordination and delivery of the Grains Farm Biosecurity Program (GFBP). The program focuses on the adoption of biosecurity practices on-farm. It operates in partnership with Queensland, New South Wales, Victoria, South Australia and Western Australia state governments. The role will also assist with the development and delivery of on-farm biosecurity resources, other targeted plans and extension material that contributes to improving the biosecurity preparedness and response capability in the grains industry.

The PHA office is in Deakin, ACT, however other locations may be considered for suitably experienced and qualified candidates. The position is available on a full-time or part-time (minimum 30 hours per week) basis for an initial period of two years.

There is occasional interstate travel required for this position.

3. Working and Reporting Relationships

- The position reports to the National Manager, Preparedness and RD&E
- The position is an important member of the Preparedness Team, the broader Partnerships and Innovation Group and must develop and maintain strong professional relationships within PHA,
- Good working relationships with PHA members and other key stakeholders in the plant biosecurity area.

4. Key Responsibilities

Key responsibilities include:

- Contribute towards the development and evaluation of program/project/work plans and reports, ensuring milestones and reporting requirements are met, and assisting with the development and management of industry agreements.
- Contribute towards the coordination, development and delivery of extension support material and other outputs from the GFBP.
- Contribute towards the monitoring and evaluation of industry impact arising from biosecurity programs.
- Organise and facilitate meetings with key stakeholders to ensure that the GFBP is delivered in a collaborative environment
- Preparedness team inputs to broader PHA corporate planning and reporting processes.

1. Contribute to the Preparedness Team and PHA through participation in various meetings and events.

5. Decision Making Authority

Decisions expected	Recommendations expected
This position holds no delegations	Within the scope of the position and Preparedness Team, when appropriate, make recommendations on improvements in process and content. Contribute to the continual improvement of team performance.

6. Key Capabilities, Experience and Qualifications

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

Experience/knowledge/attributes	Essential/desirable
Sound knowledge of agriculture, particularly broadacre cropping industries, with an understanding of biosecurity issues affecting the grains industry	Essential
Demonstrated research, critical thinking, analytical and problem-solving skills, as well as strong attention to detail	Essential
Excellent oral and written communication as well as sound presentation skills	Essential
Ability to work autonomously and in a team environment, within agreed timeframes and deadlines	Essential
Strong interpersonal, stakeholder and relationship management skills	Desirable
Knowledge of the Australian plant biosecurity system with an understanding of plant biosecurity, diagnostics or surveillance	Desirable
Demonstrated ability to provide secretariat support	Desirable
Qualifications	
Undergraduate qualification in agriculture or science	Essential
Post graduate qualifications relevant to the role	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.