

# POSITION DESCRIPTION

<b>Position Title</b>	Project Officer, Partnerships
<b>Reports to</b>	Manager, Partnerships
<b>Date Prepared</b>	October 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 Manager, Partnerships, the role is responsible for providing high level professional administrative support across a range of projects and key committees in the PHA Partnerships Team.

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 Manager, Partnerships.
- The position is an important member of the Partnerships Team 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:

- Providing end-to-end secretariat support for regular Program Management Committee meetings with plant industries and other committees as required,
- Assisting with the management of several projects funded through PHA levies including monitoring progress for key deliverables and reviewing reports,
- Coordinating changes to agreements between PHA and PHA industry members in a fast-paced environment,
- Developing and fostering effective working relationships with staff and external stakeholders to achieve business objectives,
- Assisting with the preparation of communication material to ensure a high standard of stakeholder engagement.

## Decision Making Authority

Decisions expected	Recommendations expected
This position holds no delegations	Contribute to the continual improvement of business processes and 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
Demonstrated ability to provide secretariat support	Essential
Excellent oral and written communication skills	Essential
Strong interpersonal, stakeholder and relationship management skills	Essential
Ability to work autonomously and in a team environment, within agreed timeframes and deadlines	Essential
Demonstrated research, critical thinking, analytical and problem-solving skills, as well as strong attention to detail	Essential
Knowledge of agriculture, in particular plant industries with an understanding of plant biosecurity, diagnostics or surveillance	Desirable
Qualifications	
Undergraduate qualification in agriculture or science	Essential

**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.