

POSITION DESCRIPTION

Position Title	Project Officer, Response
Reports to	National Manager, Response
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.

The company is a signatory to and custodian of the Emergency Plant Pest Response Deed ([EPPRD](#)), supporting its members in ensuring contemporary partnership arrangements are maintained nationally for responding to emergency plant pests. PHA also maintains a national training program area that supports its members and other stakeholders across a range of plant biosecurity needs, with a focus on developing knowledgeable, skilled and responsive individuals across industry and government in the event of a plant biosecurity incident.

2. About the Position

With day-to-day supervision from the National Manager, Response, the role supports the development of nationally relevant policies, procedures and guidelines that enhance the EPPRD and national response arrangements, as well supporting implementation of PHA's responsibilities during a response to an emergency plant pest. The role also collaborates with the training program to enhance the capability and capacity of EPPRD signatories and related stakeholders.

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 one year, with possible extension.

There is occasional interstate travel required for this position.

3. Working and Reporting Relationships

The position reports to the National Manager, Response, and is part of the Emergency Response Team. The role will also work with the other business areas of PHA to assist the company meet its [strategic objectives](#).

The role requires the incumbent to develop a good working relationship with EPPRD signatories and key stakeholders in the broader biosecurity and emergency management areas, including Animal Health Australia.

4. Key Responsibilities

Key responsibilities include:

- Develop, review and implement procedures related to EPPRD administration and incident management.
- Contribute to the resolution of EPPRD policy and process issues.
- Manage reviews of PLANTPLAN and development/review of associated guidance material in

consultation with stakeholders.

- Manage the development/review of Owner Reimbursement Costs (ORC) evidence frameworks in collaboration with Industry and government Parties.
- Participate in incident management activities including records management, supporting meetings and coordinating annual debriefing processes.
- Assist with the development of papers and related documentation for EPPRD Parties meetings and PHA Board meetings.

5. Decision Making Authority

Decisions expected	Recommendations expected
This position holds no delegations.	Within relevant budgets, recommend purchase of goods, services and contracts.

6. Key Capabilities, Experience and Qualifications

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

Experience/Knowledge/Attributes	Essential/Desirable
Excellent stakeholder and relationship management skills	Essential
Strong oral and written communication skills	Essential
Demonstrated critical thinking, analytical and problem-solving skills, as well as strong attention to detail	Essential
Demonstrated ability to work autonomously and as a member of a team	Essential
Demonstrated ability to provide high-level secretariat support	Essential
Qualifications	
Graduate qualifications in agriculture, emergency response, law or related discipline.	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.