

# POSITION DESCRIPTION

<b>Position Title</b>	Training Coordinator
<b>Reports to</b>	Manager, Learning and Development
<b>Date Prepared</b>	December 2024

## 1. About PHA

Plant Health Australia (PHA) 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 from the Manager, Learning and Development, the role has responsibility for designing and developing high quality plant biosecurity and emergency management training projects that build capability and capacity across the biosecurity spectrum.

The role will work closely with PHA Members, related stakeholders and subject matter experts to support the development and implementation of a variety of activities, including general biosecurity training, workshops, simulation exercises and e-learning courses. Additionally, the role will support the exploration of opportunities to expand PHA's training program.

There is occasional interstate travel required for the position.

## 3. Working and Reporting Relationships

The position reports to the Manager, Learning and Development and is part of the Partnerships Team.

The role requires the incumbent to develop a good working relationship with other areas of PHA as well as PHA Members, the plant health community and key stakeholders in the broader biosecurity and emergency management areas, including training staff from Animal Health Australia.

The role collaborates with subject matter experts to develop learning materials that can be delivered using a variety of methods, including e-learning, face-to-face or online workshops and simulation exercises.

## 4. Key Responsibilities

Key responsibilities include:

- Design and develop high quality training programs, events and educational materials, including e-learning courses, exercises and workshops.
- Support the delivery of training events by developing training materials and resources and managing logistics including participant invites, venues, catering and equipment.
- Manage PHA's Learning Management System (LMS) by troubleshooting issues, providing timely and quality support to users with LMS related queries, and generating timely training completion reports.
- Explore opportunities to expand PHA's training program and assist with the development and submission of funding proposals for training projects.
- Maintain productive working relationships with internal and external subject matter experts.
- Prepare written material and provide input to meet corporate reporting requirements.

## 5. Decision Making Authority

Decision making authority delegated to the incumbent including decisions the incumbent is expected to make, and decisions where the incumbent is expected to recommend to other roles within PHA for their approval prior to implementation.

Decisions expected	Recommendations expected
This position holds no financial delegations	<ul style="list-style-type: none"> <li>Recommend purchase of goods, services and contracts.</li> <li>Recommend annual budget for responsible areas of plant biosecurity programs.</li> </ul>

## 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 project management skills, including the ability to manage and deliver multiple projects simultaneously.	Essential
Very good oral and written communication skills with excellent interpersonal, stakeholder and relationship management skills.	Essential
High-level critical thinking, analytical and problem-solving skills, as well as strong attention to detail	Essential
Demonstrated experience in completing the full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate) to meet the needs of people from diverse backgrounds and skill levels.	Essential
Demonstrated application of adult learning principles and instructional design methodologies, including e-learning course development.	Essential
Experience with Articulate software.	Desirable
Demonstrated experience with Learning Management Systems.	Desirable
Ability to promote and uphold PHA's Values in Action while supporting team operations and collaboration.	Essential
Qualifications	
Graduate qualification in learning and development and/or science, agriculture, emergency management, biosecurity or other relevant 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.