

POSITION DESCRIPTION

Position Title	Manager, Learning and Development
Reports to	National Manager, Partnerships
Date Prepared	April 2025

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 broad direction from the National Manager, Partnerships, the role has primary responsibility for managing plant biosecurity and emergency management training projects that enhance the capability and capacity of PHA Members and related stakeholders to implement general biosecurity and emergency response arrangements.

The position is based in the PHA Office in Canberra, however, other locations may be considered and is available on a full-time (38 hours per week) basis.

3. Working and reporting relationships

- the position reports to the National Manager, Partnerships
- member of the Partnerships team.
- good working relationships with all PHA staff, PHA Members and key stakeholders in the broader biosecurity and emergency management areas
- supervises a Training Coordinator.

4. Key responsibilities

Key responsibilities include:

- lead the development and delivery of high quality training programs and educational materials, including e-learning, simulation exercises and workshops relating to plant biosecurity systems
- foster and maintain strong, collaborative relationships with internal PHA teams and external stakeholders to ensure training content is relevant and aligned with strategic directions
- explore opportunities to expand the Learning and Development (L&D) portfolio with creative training solutions
- manage the development and submission of funding proposals/tenders
- manage the ongoing evaluation of the L&D portfolio's effectiveness and efficiency
- prepare statistical, qualitative and other reports on the L&D training program for corporate reporting requirements
- oversee project budgets and milestone reports as specified in contracts
- manage a diverse and geographically dispersed team to deliver positive outcomes
- actively represent PHA on national and industry committees and at other meetings, as required.

5. Decision making authority

Decisions expected	Recommendations expected
This position holds no delegations	Within relevant budgets, recommend purchase of goods or services to the National Manager, Partnerships

6. Key capabilities, experience and qualifications

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

Experience/ knowledge/ attributes	Essential/ desirable
Significant experience in the development, implementation and evaluation of training programs, including instructional design and e-learning.	Essential
Sound knowledge of the development and delivery of simulation exercises.	Essential
Demonstrated project and contract management skills, including the ability to manage and deliver multiple projects simultaneously.	Essential
Demonstrated ability to work independently under limited direction while managing diverse functions and competing priorities.	Essential
Outstanding interpersonal skills, including relationship management.	Essential
Excellent oral and written communication skills	Essential
Demonstrated critical thinking, analysis and problem solving skills.	Essential
Strong leadership and people management skills, including the ability to role model PHA's Values in Action across teams and decision-making processes.	Essential
Knowledge of the Australian plant biosecurity system and biosecurity issues.	Desirable
Qualifications	
Minimum of Certificate IV in Training and Assessment.	
Graduate qualification in science, agriculture, emergency management or equivalent.	

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.

Background checking: All prospective and current staff are required to undergo an applicable Background Check for their new position. The baseline requirements for background checks at PHA are reference checking, identity and qualification verification, declaration of pre-existing health conditions, a National Police Check, as well as a work rights check for applicants who do not hold Australian citizenship or permanent residency. All appointments are dependent and conditional upon the required Background Checking being completed, and/or the relevant supporting evidence provided to complete the checks.