

POSITION DESCRIPTION

Position Title	National Manager, Digital Systems
Classification Level	National Manager
Reports to	General Manager, Resilience and Innovation
Date Prepared	July 2025

1. About PHA

Plant Health Australia is the trusted national coordinator of the Australian plant biosecurity system. We bring expertise, knowledge and stakeholders together to generate solutions that improve biosecurity outcomes to ensure that the system is future-oriented and solutions-focused.

PHA also aspires to be an employer of choice with a strong employee value proposition.

Our ongoing efforts to improve biosecurity are focused on investing in essential frontline resources and personnel. We aim to modernise our ICT systems, technology, and data analytics while strengthening partnerships with regulators, producers, and the community. This includes utilising digital systems such as AUSPestCheck®, a proprietary surveillance and data aggregation system. Additionally, we are continuing to develop the Australian Plant Pest Database (APPD), which is a virtual national compilation of physical plant pest reference collections across Australia. We are also driving the evolution of the Pest and Disease Image Library (PaDIL), a national repository of high-resolution images of pests and diseases. Lastly, we are committed to improving the electronic Plant Health Assurance Certificate (ePHAC) process and digitising it to reduce the manual paper forms required to transport produce within the states and territories.

2. About the Position

The National Manager, Digital Systems leads the Digital Systems team.

The Digital Systems team manages PHA's national biosecurity systems (AUSPestCheck®, APPD, PaDIL and ePHAC) as well as the internal corporate IT, Cyber Security and Governance. Our purpose is to champion digital solutions to advance biosecurity systems.

With general direction from the General Manager, Resilience and Innovation, the role's primary responsibility is to lead the development and administration of PHA's external Digital Systems portfolio and facilitate external partnerships and stakeholder engagement within the business. The position also manages contracts, staff, projects and other activities relevant to the portfolio.

The position is available on a full-time, fixed term basis of at least two years initially, with the potential for extension. The position is based in the PHA Office in Canberra, however hybrid working, remote or outposted arrangements will also be considered.

3. Working and Reporting Relationships

- The position reports to the General Manager, Resilience and Innovation.
- The position manages a small team of ICT and Digital Systems specialists.
- Member of the several national working groups and committees across government and non-government representatives relating to digital systems and national data management in a biosecurity setting.
- Good working relationships with PHA members and broader biosecurity stakeholders, and strong partnerships with external development teams and contractors.
- Maintains a good working relationship with the broader Resilience and Innovation group and other functional areas in PHA.

4. Key Responsibilities

Key responsibilities include:

- Drive digital strategy alignment with national biosecurity priorities.
- Lead innovation initiatives that modernise surveillance and data systems.
- Facilitate cross-sector collaboration between government, industry, and research bodies.
- Represent PHA in national forums and influencing digital policy directions.
- Facilitate cross-sector collaboration between government, industry, and research bodies
- Lead the direction and operation of AUSPestCheck®, the APPD and the PaDIL for use in biosecurity across Australia.
- Manage the direction and operation of PHA's third party ICT contracts.
- Manage large, complex ICT programs to ensure deliverables are achieved within scope and budget and to stakeholder requirements.
- Develop new program/project proposals.
- Lead regular consultation and liaison with PHA members and other stakeholders to ensure that deliverables are achieved on time and on budget, and to facilitate the development and delivery of relevant training and support materials.
- Explore emerging technologies (e.g., AI, machine learning, geospatial analytics) for biosecurity applications.
- Promote and champion PHA's national digital systems to articulate their strategic value to stakeholders, government, and funding bodies.
- Advocate for continued investment in the operation, enhancement, and long-term sustainability of these national biosecurity assets, ensuring they remain fit-for-purpose and future-ready.

5. Decision Making Authority

Decisions expected	Recommendations expected
Establish, implement and monitor staff performance agreements and development plans for all direct reports.	Within relevant budgets, recommend purchase of goods or services to the General Manager.
Liaise with and provide immediate direction to a 3rd party maintenance contractor within agreed budgets.	Based on issue reports and enhancement requests from stakeholders, and advice from relevant system governance committees, the incumbent will make representations to 3rd party ICT providers on the activities and their priority which should be undertaken within agreed budgets.

6. Key Capabilities, Experience and Qualifications

Experience/Knowledge/Attributes	Essential/Desirable
Significant professional experience in the ICT sector with highly advanced skills and knowledge in the development and management of Digital Systems and teams.	Essential
Proven track record managing complex projects, negotiating contracts and agreements and resolving contract management and related issues.	Essential
Excellent critical thinking, analytical and problem-solving skills, big-picture thinking as well as strong attention to detail.	Essential
Strong leadership and people management skills.	Essential
Demonstrated ability to work autonomously under limited direction while managing diverse functions and competing priorities.	Essential

Business development and/or commercialisation experience.	Essential
Knowledge of, and work experience in, the Australian biosecurity system/agriculture science.	Desirable
Ability to lead by example, embedding and championing PHA's Values in Action across teams and decision-making processes.	Essential
Qualifications	
Tertiary qualifications in ICT, project management 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 visa sponsor. 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 PHA People and Culture in order to complete the checks.*