

POSITION DESCRIPTION

Position Title	Coordinator, Learning and Development
Reports to	Manager, Learning and Development
Last Updated	October 2025

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. The purpose of PHA is for government and industry to have a strong biosecurity partnership that minimises pest impacts on Australia, enhances market access and contributes to industry and community sustainability.

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

2. About the Position

The Coordinator, Learning and Development is a member of the Training Team.

The Training Team is responsible for working with PHA Members and other stakeholders to enhance the workforce capability of Australia's plant biosecurity system. This is primarily achieved through the development and delivery of workshops, online courses and simulation exercises, as well as other training resources, that support biosecurity preparedness, response and recovery. Our training covers a range of topics across the plant biosecurity system with a focus on obligations under the Emergency Plant Pest Response Deed, and targets various audiences including growers, industry professionals, government representatives and researchers.

With general direction from the Manager, Learning and Development, the role will work closely with key partners and subject matter experts to develop and deliver high quality plant biosecurity and emergency management training, including workshops, online courses, simulation exercises and other training resources. Some key partners include government agencies, peak plant industry bodies, Animal Health Australia, and research and development corporations such as the Grains Research and Development Corporation.

The position is based in the PHA Office in Canberra however, remote locations may be considered and is available on a part-time (minimum of about 30.4 hours per week basis) until December 2027, with the potential for extension.

There is occasional interstate travel required for the position.

3. Working and Reporting Relationships

- The position reports to the Manager, Learning and Development
- Member of the Training Team.
- Good working relationships with all PHA staff, as well as PHA Members, the plant health community and key stakeholders in the broader biosecurity and emergency management areas.

4. Key Responsibilities

Key responsibilities may include:

- Support the design, development and delivery of training services and resources, including face-to-face training, online courses and simulation exercises.

- Contribute to the implementation of measures to improve training services
- Maintain productive working relationships with internal (PHA) and external partners including government agencies, peak plant industry bodies, and subject matter experts.
- Contribute to PHA planning and reporting processes.
- Provide subject matter expertise across a range of activities or programs.
- Represent and promote the interests of PHA at meetings and other forums.

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	Within relevant budgets recommend purchase of goods or services to the Manager, Learning and Development

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 experience in developing and delivering training programs for a range of stakeholders and via diverse delivery mechanisms, including face-to-face webinar and e-learning.	Essential
Demonstrated application of adult learning principles and instructional design methodologies.	Essential
Demonstrated project management skills, including the ability to manage and deliver multiple projects simultaneously.	Essential
Demonstrated experience with Learning Management Systems, including coordinating learning, administration and reporting of training events.	Essential
Strong 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
Ability to promote and uphold PHA's Values in Action while supporting team operations and collaboration.	Essential
Knowledge of the Australian plant biosecurity system and biosecurity issues.	Desirable

Qualifications	
Qualification in learning and development, minimum Certificate IV in Training and Assessment.	Essential
Australian Drivers Licence.	Essential
Graduate qualification in 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 work visas. 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.*