

POSITION DESCRIPTION

Position Title	Manager, Digital Systems (AUSPestCheck®)
Classification Level	Manager
Reports to	National Manager, Digital Systems
Last Updated	October 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 that 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 aspires to be an employer of choice with a strong employee value proposition.

The PHA Digital Systems team is focused on improving critical frontline resources and people, modernising ICT systems and strengthening partnerships between PHA Members. A key system that delivers these objectives is AUSPestCheck®, an innovative tool that collates and displays plant pest surveillance data to provide national reporting capability that maps national surveillance efforts for early detection and market access. AUSPestCheck® is a proprietary application which has been built in Microsoft Azure using a loosely-coupled micro-service model.

2. About the Position

The Manager, Digital Systems (AUSPestCheck®) is a member of the Digital Systems team in the Resilience and Innovation portfolio. The Digital Systems team administers a range of systems integral to national plant biosecurity, including AUSPestCheck®, the Australian Plant Pest Database (APPD) and the Pest and Disease Image Library (PaDIL). We add value to data by collating information and analysing it to transform it into insight and intelligence that informs decision-making.

With general direction from the National Manager, Digital Systems, this role has responsibility for management of AUSPestCheck®, the national system for collating plant and aquatic biosecurity surveillance data.

The role may also provide support for other digital systems managed by PHA, including APPD and PaDIL.

The position is based in the PHA Office in Canberra, however hybrid working, remote or outposted arrangements will also be considered. The position is available on a part-time basis (minimum of about 30.4 hours per week) for a fixed term period of two years with the potential for extension.

3. Working and Reporting Relationships

- The position reports to the National Manager, Digital Systems.
- Member of the Digital Systems team, working in close collaboration with the Service Operations Engineer and IT Service Management Coordinator.
- Member of the Surveillance Systems Working Group of the Sub-Committee on National Plant Surveillance and AUSPestCheck® governance groups.
- Good working relationships with all PHA staff, PHA Members and key stakeholders in the broader biosecurity area.
- Works closely with the developers (MTP) on Digital Systems maintenance and enhancements.
- Supervision of APC Project Officer.

4. Key Responsibilities

Key responsibilities include:

- Delivery of AUSPestCheck® including overarching management for on-boarding new users, establishing new programs, communicating enhancements and developing Data Sharing Agreements required for use of the system.
- Drive enhancements, investment, and increased use of AUSPestCheck®.
- Supervise the training component for system users.
- Identify and communicate the benefits and value of AUSPestCheck®.
- Deliver activities for governance of the system, including management of the budget and the AUSPestCheck® Workplan.
- Support steering groups established to guide the Plant and Aquatic Tenancies in AUSPestCheck®.
- Ongoing reporting and paper development for committees and supporting the National Manager, Digital Systems.
- Budget management and monitoring expenditure against cost codes and projects.

5. Decision Making Authority

With oversight from the National Manager, Digital System and guidance from the AUSPestCheck® governance groups, the incumbent will be expected to make decisions related to management of AUSPestCheck® workplan and system enhancements.

Decisions expected	Recommendations expected
This position holds no delegations	Within relevant budgets, recommend purchase of goods or services to the National Manager, Digital Systems.
Liaise with and provide immediate direction to a 3 rd party maintenance contractor within agreed budgets	Based on issue reports and enhancement requests from stakeholders, and advice from relevant system governance committees, the successful candidate will make representations to 3rd party maintenance contractors on the required activities and enhancements, and provide direction on their priority, which should be undertaken within agreed budgets.

6. Key Capabilities, Experience and Qualifications

Experience/Knowledge/Attributes	Essential/Desirable
Strong leadership and people management skills	Essential
Demonstrated project and contract management skills, including the ability to manage and deliver multiple projects simultaneously	Essential
Excellent oral and written communication skills	Essential
Outstanding interpersonal, stakeholder liaison and relationship management skills at senior levels	Essential
High-level analytical and problem-solving skills, as well as sound judgement	Essential
Familiarity and experience with Agile delivery practices	Desirable

Knowledge of the plant industries, plant biosecurity or development and delivery of digital tools	Essential
Ability to lead by example, embedding and championing PHA's Values in Action across teams and decision-making processes	Essential
Qualifications	
Relevant Project Management or ICT qualifications such as ITIL4, SAFe Agile, AgilePM v3 or Prince2.	Essential

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 working 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.