

POSITION DESCRIPTION

Position Title	Project Officer, Biosecurity Planning
Classification Level	Project Officer
Reports to	Manager, Biosecurity Planning
Date Prepared	October 2026

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.

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

2. About the Position

The Project Officer, Biosecurity Planning is a member of the Preparedness Team.

With general direction/day-to-day supervision from the Manager, Biosecurity Planning, the role is responsible for the review and development of Biosecurity Plans for specific plant industries, in addition to working with industry and other PHA teams to improve biosecurity preparedness and response capability. Biosecurity planning is undertaken at a national level through a collaborative approach between industry and government to identify the greatest biosecurity threats to Australia's plant industries. The role will also assist with the development of on farm biosecurity resources, other targeted plans and material that contribute to improving the biosecurity preparedness and response capability of PHA Members.

The position is based in the PHA Office in Canberra and is available on a full time or part time (minimum of approx. 20 hours per week) basis for an initial period of two years, with the potential for extension.

3. Working and Reporting Relationships

- The position reports to the Manager, Biosecurity Planning.
- The position is an important member of the Preparedness Team, the broader Resilience and Innovation Group and must develop and maintain strong professional relationships within PHA.
- This role requires good working relationships with PHA's Plant Industry members and other key stakeholders in the plant biosecurity area.

4. Key Responsibilities

Key responsibilities include:

- Contribute to the review and development of Biosecurity Plans including the development and facilitation of strategies and activities to improve biosecurity preparedness and response capability;
- Undertake literature reviews on targeted exotic plant pests (invertebrate pests and pathogens) and collate information into a logical and consistent manner;
- Organise and facilitate meetings with key stakeholders to ensure Biosecurity Plans are developed in a collaborative environment;
- Within the team environment, develop and foster professional relationships within PHA and external stakeholders;
- Contribute to the Preparedness Team and PHA through participation in various meetings and events.

5. Decision Making Authority

Decisions expected	Recommendations expected
This position holds no delegations	Within the scope of the position and Preparedness Team, when appropriate make recommendations on improvements in process and content. Contribute to the continual improvement of team performance.

6. Key Capabilities, Experience and Qualifications

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

Experience/Knowledge/Attributes	Essential/Desirable
Sound knowledge of invertebrate plant pests and pathogens	Essential
Demonstrated research, critical thinking, analytical and problem-solving skills, as well as strong attention to detail	Essential
Excellent oral and written communication as well as sound presentation skills	Essential
Ability to work autonomously and in a team environment, within agreed timeframes and deadlines	Essential
Strong interpersonal, stakeholder and relationship management skills	Desirable
Knowledge of agriculture, in particular plant industries with an understanding of plant biosecurity, diagnostics or surveillance	Desirable
Demonstrated ability to provide secretariat support	Desirable
Qualifications	
Undergraduate qualification in agriculture or science	Essential
Post graduate qualifications relevant to the role	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.