

POSITION DESCRIPTION

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| Position Title | Coordinator, Corporate Services and Governance |
| Reports to | General Manager, Corporate Services |
| Date Prepared | December 2024 |

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 general direction from the General Manager, Corporate Services, the role will work closely with key PHA personnel to provide corporate services support across governance, marketing and communications, finance, facilities, property, people and culture (P&C) and administrative functions.

3. Working and Reporting Relationships

- The position reports to the General Manager, Corporate Services.
- Close working relationships (including day-to-day supervision of specific tasks and projects) with the Project Officer, Corporate Services.
- Good working relationships with all PHA managers and staff, the plant health community, and key stakeholders in the broader biosecurity area.

4. Key Responsibilities

Key responsibilities include:

- Provide administrative support for Board and Board Committee agendas, papers and minutes.
- Coordinate administrative activity related to corporate reporting (Annual Operational Plan, Mid-Year Performance Report and Annual Report.)
- Work with the General Manager, Corporate Services on preparation required for Senate Committee appearances.
- Provide support to the administration of Company policies, procedures and corporate risk management tracking.

5. Decision Making Authority

| Decisions expected | Recommendations expected |
|-------------------------------------|--|
| This position holds no delegations. | Within relevant budgets, recommend purchase of goods or services to the General Manager, Corporate Services. |

6. Key Capabilities, Experience and Qualifications

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

| Experience/Knowledge/Attributes | Essential/Desirable |
|--|---------------------|
| Very good oral and written communication skills | Essential |
| Excellent interpersonal, stakeholder, relationship management skills | Essential |
| Demonstrated high-level critical thinking, analytical and problem-solving skills, as well as strong attention to detail | Essential |
| Demonstrated ability to provide secretariat and administrative support | Essential |
| Excellent organisational and time management skills, and the ability to manage multiple and competing priorities and deadlines | Essential |
| Demonstrated ability to work autonomously and as a member of a team | Essential |
| Ability to promote and uphold PHA's Values in Action while supporting team operations and collaboration. | Essential |
| Qualifications | |
| Graduate qualification in a relevant discipline, such as business, HR, or equivalent | 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 overseas employees. Where PHA is offering sponsored employment, this will be clearly specified in the job advertisement.