

Role description

General information

Title:	Planning Manager – H5 Bird Flu Response			Classification:	ASO7
Division:	Biosecurity	Branch:	Plant and Invasive Species Biosecurity	Business unit:	H5 Bird Flu Response
Type of appointment:	Term Contract	Hours of duty:	37.5	Location:	Metropolitan Adelaide

About us

South Australia is internationally recognised for the quality of its agriculture, food, and wine. Our regions are the backbone of our state and the economic powerhouse that drives prosperity for all South Australians.

The Department of Primary Industries and Regions (PIRSA) is a key economic development agency working in partnership with our primary industries, regional stakeholders and across all levels of government to advance the prosperity and sustainability of South Australia's primary industries and regional communities.

We are a passionate team of around 800 people working across metropolitan and regional South Australia to develop and protect our state's regions and food, wine, aquaculture, fisheries, forestry, grains, livestock, dairy and horticulture industries.

Purpose

The Planning Manager is part of the Program Team for the H5 Bird Flu Program (the Program). The Planning Manager understands and operates successfully in a program environment, ensuring sound strategic and operational principles are applied with discrimination to all areas and in accordance with PIRSA policies.

The Planning Manager's role is to provide direction for the Program through the development and implementation of response plans and policies. They ensure the development and maintenance of the Program by thinking strategically and ensuring that planning functions are established, monitored and reported against key performance indicators in accordance with PIRSA's strategic imperatives.

The role contributes to delivering the agency's priorities including providing leadership and oversight for the Program Planning function, while anticipating and understanding the broader implications of a course of action and accordingly devising sound options for treatment.

Key accountabilities

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| <ul style="list-style-type: none"> • Providing leadership for and oversight of the Program Planning function. • Participating in the Program Team (PT), representing and managing the Program Planning function including management support services. • Proactively coordinating strategic advice on significant observations, trends, new or emerging risks or predictions and providing intelligence led options analysis of current and forecast situations. | <ul style="list-style-type: none"> • Developing Program Team objectives, strategies, risk assessments and plans while managing competing priorities and deadlines. • Preparing, distributing, monitoring and reviewing the Incident Action Plan (IAP) and supporting plans including reporting on the status of strategies, plans and SITREP. • Managing the collection and maintenance of information on resources (human and physical) allocated to the Program. |
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Key deliverables / results

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| <ul style="list-style-type: none"> • Maintain the Planning function appropriate to the size and complexity of the Program. • Deliver strategic advice on significant observations, trends or predictions about the nature or course of any incidents. • Identify emerging risks, develop risk mitigation strategies, and evaluate the effectiveness of treatment plans for the Program within the Incident Action Plan (IAP) and other supporting documents, including preparation and dissemination of such. | <ul style="list-style-type: none"> • Establish and maintain internal and external sources of information, including local knowledge (through the Community Liaison Unit) relevant to the Program response. • Undertake options analysis involving alternate Program Team objectives and strategies. • Determine, acquire, forecast and monitor resource needs for the Program. • Implement and review information capturing and reporting systems for situation reports and geographical displays of information. |
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Relationships

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| <ul style="list-style-type: none"> • The Planning Manager, is part of the H5 Bird Flu Response Team. • The role reports to the Program Manager, H5 Bird Flu Response Program. • The Planning Manager is required to establish and maintain strong links with technical experts. | <ul style="list-style-type: none"> • The Planning Manager liaises and collaborates with other Program team members, other PIRSA branches, the scientific community, industry representatives and other interested parties. • Roles reporting to this role include the Planning Officer or other positions within the Program Planning function, as required. |
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Requirements

- Possession of a current driver's license and willingness to drive.
- Out of hours work and inter / intrastate travel may be required.
- Australian residency or current works permit is required (responsibility of applicant to provide evidence of a current work permit).
- You acknowledge your work, health and safety obligations and our expectations when [applying for a role](#).
- The incumbent will be required to undertake emergency management training and must be willing to participate in emergency preparedness, response and recovery activities required by government agencies.
- PIRSA works under the South Australian government's Protective Security framework. By applying for this role, you consent to obtaining and being screened under the process of a Nationally Coordinated Criminal History Check (NCCHC).

Qualifications

- Essential: Nil
- Desirable: Introduction to AIIMS training (Australian Interservice Incident Management System),
- Substantial experience relevant to the role, including expertise in planning, policy, leadership or similar is required.

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Capabilities

Capability	Behaviours
Professional and Technical Knowledge Demonstrates expert knowledge of planning and policy functions as they relate to an emergency management response.	- Implements repeatable structures to establish and maintain an effective planning cycle for the Program. - Using excellent attention to detail and the ability to think strategically in a Program team setting, providing strategic advice on significant observations, trends or predictions about the nature or course of the Program. - Uses initiative and shows high levels of technical/professional competence when strategically analysing data to prepare strategies, policies, practices, plans, models and advice and uses highly developed communication and negotiation skills to deliver information and influence key stakeholders. - Using high level of judgement and expertise to interpret and analyse information from a range of sources identifying new and emerging risks for the Program and revising plans accordingly. - Is recognised as knowledgeable in relation to the planning function of an emergency response as determined by Australasian Inter-service Incident Management Systems (AIIMS). - Ability to make evidence-based decisions under uncertain conditions and have the capacity to lead projects through their entire life cycle, from inception to completion.
Planning and Organising (Work Management) Demonstrates expertise in devising and driving the most difficult plans and projects which have significant impact on the business.	- Delegates responsibilities effectively, establishing clear roles and feedback mechanisms. - Manages pressure associated with meeting multiple deadlines. - Turns high level strategies into plans which can be implemented. - Demonstrates confidence and leadership in ambiguous, turbulent and changing situations and recognises the implications of change on stakeholders.
Leading and Motivating Others Leads by example at the highest level; acts as a role model of effective public sector leadership; causes people to believe what they do makes a difference; uses different leadership styles effectively to achieve objectives.	- Encourages and supports others to stretch themselves to grasp new challenges and opportunities. - Understands, and is able to represent, the broad and diverse range of businesses across the organisation. - Influences others to assume ownership of organisational goals and inspires a sense of purpose and direction and develops a view of the organisation that transcends groups and silos.
Strategic Focus Holds a strategic overview of agency direction and objectives which informs and guides operational procedures and priorities.	- Ensures own work and the work of group is aligned with the group goals and with PIRSA's strategic imperatives. - Analyses and interprets information to identify key issues and assess broad impact. - Is innovative in the formulation of strategic directives and actions.

HRMS no.:		ANZCO Code:		Objective ID:	A7730488
Delegate approval:	Executive Director Biosecurity			Date:	12 October 2026
Approved and classified by People and Culture:	7 October 2026, Senior HR Business Partner				