Role Description

General information

Title:	Program Delivery Officer			**Classification:**	ASO5
Division:	Biosecurity	**Branch:**	Biosecurity Act Implementation	**Business Unit:**	Biosecurity Act Implementation Team
Type of Appointment:	Term contract	**Hours of Duty:**	37.5 hours per week	**Location:**	Adelaide CBD

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 primary purpose of the role is to coordinate and undertake a range of project and policy development services that support the implementation of the *Biosecurity Act 2025*.

The role plans and undertakes projects, investigations and analysis to identify and develop options relating to policies and functions under the Biosecurity Act. It provides advice and assistance in the development and implementation of projects, policies and reports, and establishes and maintains key internal and external stakeholder relationships.

Key Accountabilities

- Coordinating and delivering a range of policy support services to the Biosecurity Act Implementation team and the Division in the delivery of legislative reform priorities and the development of high quality briefings and documents.
- Planning, coordinating and delivering a range of comprehensive project and administrative support services including scheduling, coordinating and preparing papers for relevant project committee and working group meetings.
- Seeking, collating and providing advice and assistance in the development and implementation of projects, policies and reports.
- Establishing and maintaining appropriate systems which support the regular monitoring and reporting on the progress of projects and reform activities against agreed plans.
- Planning and undertaking projects, investigations and analysis to monitor and identify the policy implications of emerging issues, including reporting on project deliverables and findings.
- Providing advice and contributing to research and consultation relating to policies and functions under the Biosecurity Act and the reporting of project outcomes.
- Providing consultancy and advice to project team members to promote knowledge and information sharing with and between relevant stakeholders.
- Developing and maintaining collaborative working relationships with team members and other key agency staff to ensure advice is provided and decisions are communicated in a timely manner and to a high standard.
- Establishing and maintaining effective working relationships with external stakeholders.

Key Deliverables / Results

- Providing a range of assistance and services to support the implementation of the Biosecurity Act.
- Researching and analysing a range of data and information and assisting with the preparation of project and policy documents, reports, briefing notes and discussion papers.
- Developing, monitoring and maintaining systems and process for the tracking and reporting of project deliverables.
- Delivering projects and investigations, including monitoring emerging issues and identifying and reporting on implications for reform project priorities.
- Researching, developing and advising on options to implement functions under the Biosecurity Act, including registration, licensing, audit and/or compliance schemes.
- Coordinating the timely delivery of high-quality briefings for the Minister, Chief Executive and Executive Director in line with correct guidelines and standards.

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• Delivering high quality secretariat services to relevant project and reform committees and working groups, including preparing papers and investigating administrative matters arising from meetings in a timely manner.	• Establishing and maintaining effective working relationships with internal and external networks and stakeholders.

Relationships

• Reports to the Principal Policy Officer/ Principal Biosecurity Officer • Liaises closely with other PIRSA staff, including in PIRSA's Biosecurity and Industry, Strategy and Partnerships divisions • Contributes to the work of the Biosecurity division	• Maintains strong working relationships with the Chief Executive's office and the Minister's Office • Buildings and maintains working relationships with key internal and external stakeholders

Requirements

- Holding a current driver's licence and a willingness to drive.
- Out of hours work and inter / intrastate travel may be required.
- You acknowledge your work, health and safety obligations and our expectations

Qualifications

- Essential: Nil.
- Desirable: An appropriate qualification at a tertiary level.

Capabilities

Capability	Behaviours
Professional & Technical Knowledge Demonstrates and applies sound knowledge across all areas relevant to the role.	• Demonstrated experience coordinating and supporting the development of policies and functions within a government context and developing high quality briefings and documents. • Demonstrated experience providing project and administrative support services, including investigation and analysis of emerging policy issues, providing secretariat services for relevant project committee and working group meetings, or experience in the development and operation of registration, licensing, audit and/or compliance schemes. • Demonstrated knowledge of policy development and project management principles and practices, project administration, executive officer, and records management practices and processes and knowledge of the broad PIRSA portfolio and existing and emerging biosecurity challenges. • Demonstrated knowledge of, and experience using a full range of PC applications, including Excel, Word, Outlook, and records management systems such as Objective. • Demonstrated ability to work under limited direction, both individually and as a member of a team, exercise sound judgement in determining priorities, organising workloads and selecting methods and techniques to meet deadlines in a dynamic and changing environment. • Demonstrated ability to interpret legislation and policy, analyse, evaluate and resolve problems, appropriately use information in accordance with policies and guidelines, and provide advice to stakeholders regarding projects and operations.
Initiative Acts autonomously within scope of duties; proactively identifies opportunities and issues and takes decisive action; initiates activities and	• Proactively identifies and seizes opportunities to produce successful outcomes. • Actively suggests and pursues new and different conclusions to problems. • Moves projects forward without being asked to do so, and confidently works in a self-directed and self-motivated manner.

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accepts responsibilities beyond the specific job description.	• Sets directions and defines standards conducive to continuous improvement.
Written Communication Prepares a range of written communications eg. reports, papers and proposals; synthesises a broad range of information, selecting language, tone and format according to target recipients.	• Selects style, language, tone and format to suit various target audiences. • Writes and articulates research findings skilfully and in a way that is meaningful to the intended audience. • Recognises and can represent the viewpoints of multiple stakeholders. • Seeks feedback on written communications to monitor effectiveness.
Relationship Building and Maintaining Works collaboratively developing productive working relationships with peers, staff and stakeholders; interacts confidently and employs astute perception with strong listening and questioning skills; able to relate to and communicate with people from diverse 'cultures', locations and ages.	• Easily approached by others, developing and maintaining open communication. • Competent and comfortable in relating to and communicating with diverse range of people. • Develops and fosters relationships where others can trust their view is respected and considered. • Ensures that others involved in a project are kept informed about developments and plans.

HRMS No:		**ANZCO Code:**		**Objective ID:**	A6727016
Delegate Approval:	Executive Director, Biosecurity			**Date:**	21/04/2025
Approved and Classified by People and Culture:	[Date] [Reference Number]				

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