

POSITION DESCRIPTION			
ROLE:	Animal Health Systems Coordinator	TEAM:	Biosecurity and Animal Health Systems
REPORTS TO:	Manager Animal Health and Welfare	DIRECT REPORTS:	0
POSITION OVERVIEW:	<p>The Biosecurity and Animal Health team strives to demonstrate and invest in livestock sector innovations that improve production systems/products so they meet customer expectations and at the same time strengthens on-farm and supply chain biosecurity practices so that animal health, welfare and product integrity are protected.</p> <p>The Project Coordinator will work on a range of Biosecurity and Animal Health Systems related projects, providing support to the Biosecurity and Animal Health Systems Executive Manager, Senior Manager and Managers on a range of biosecurity and animal health related projects including:</p> <ul style="list-style-type: none"> • Supporting and coordinating the delivery of the key performance indicators as set out in project management plans. • Meeting preparation, secretariat services and coordinating key meetings and stakeholder activities. • Data management and developing messaging to reflect insights. 		

OUR VISION	A national biosecurity system that provides every opportunity for Australian agriculture to succeed at home and overseas
OUR MISSION	Informing government and industry about national action required and delivering solutions together that enhance, strengthen and protect animal health and the biosecurity system.
OUR VALUES	<ul style="list-style-type: none"> • lead with integrity – we listen, learn and deliver with the courage to shape a better future • connect and collaborate – we understand the power of working together; as a collective we are stronger • innovate and grow – we evolve and adapt, striving to find better ways and creative solutions • be bold and open – we take action, add value and welcome hard conversations • embrace diversity – our individual differences strengthen our effort • customer centric - we listen to our customers, provide options, meet their specific needs and build solutions
LEADERSHIP STATEMENT	<ul style="list-style-type: none"> • <i>Let's give it a go</i> – being confident in AHA's ability to be a leader in our field and in our expertise, putting creativity and innovation at the forefront.

KEY ACCOUNTABILITIES		
FOCUS AREAS	KEY TASKS	PERFORMANCE INDICATORS
<p>Provide coordination of projects to achieve timely delivery of milestones (60%)</p>	<ol style="list-style-type: none"> 1. Assist AHA managers in the delivery of their project objectives according to key performance indicators and milestones 2. Assist with reporting on monitoring and evaluation of projects 3. Foster a positive and collaborative working relationship with AHA Members and stakeholders 	<ol style="list-style-type: none"> A. Project coordination quality measured through team member experiences and advice B. External advice to AHA regarding coordination and engagement capabilities C. Positive feedback from AHA members D. Accurate monitoring and evaluation data E. Work with the BAHS Team to secure team and or cross organisation projects
<p>Meeting preparation, secretariat services, and coordination of committees (10%)</p>	<ol style="list-style-type: none"> 1. Coordinate key meetings (both virtual and F2F) under the direction of project managers 2. Prepare draft records of meetings, monitor action items and follow up with participants (both internally and externally) to ensure actions are completed on time 	<ol style="list-style-type: none"> A. Strength of internal and external relationships (up and down) B. Clarity and effectiveness of internal and stakeholder communications C. Clarity and accuracy of meeting and project records

		<p>D. Quality of advice, value added to cross functional teams and projects</p> <p>E. Promote a customer focused culture and service within the organisation in line with organisational objectives</p>
<p>Data input, management and analytics (20%)</p>	<ol style="list-style-type: none"> 1. Coordination and input of data 2. Assist with the development of data insights 	<ol style="list-style-type: none"> A. Standing, perception and connectedness of team within AHA B. Role models collaborative behaviours and work practices C. Ability to anticipate and design solutions to meet internal and external needs D. Ability to effectively engage experience/capability in other teams in delivering communications and engagement solutions E. Builds cooperation and overcomes barriers to information sharing communication and collaboration across the organisation
<p>Maintain own learning and contribute to the AHA corporate culture and teamwork (10%)</p>	<ol style="list-style-type: none"> 1. Demonstrate AHA's company values in daily approach to work 2. Colleagues report: <ol style="list-style-type: none"> a. constructive participation and/or organisation of corporate based and team membership activities b. productive collaborative working relationships 	<ol style="list-style-type: none"> A. Development and expansion of capability within team B. Retention and team satisfaction metrics C. Team utilisation

	<p>c. helpful responses to request for assistance and contributions to teamwork</p> <p>3. Work safely and demonstrates Work Health and Safety (WHS) obligations to self and others</p> <p>4. A commitment to professional development and staff training</p> <p>5. Nil breaches of the AHA Code of Conduct</p>	<p>D. Engagement of team, team behaviours and contribution to company culture</p> <p>E. All incidents and hazards that you become aware of are addressed in accordance with organisational policy and procedure</p>
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SELECTION CRITERIA		
To be appointed and succeed in this role the person will have demonstrated abilities and/or aptitude for as a minimum the following selection criteria:		
Behavioural Capabilities	<ul style="list-style-type: none"> ▪ Proactively engage and communicate clearly, actively listen to others and respond with understanding and respect ▪ Be open, honest and transparent, prepared to express your views and willing to accept and commit to change ▪ Show drive and motivation, an ability to self-reflect and a commitment to learning ▪ Collaborate with others and value their contribution ▪ Build and maintain trusted relationships that facilitate mutual benefits and outcomes ▪ Manage challenging relationships with respect, tact and sensitivity, ▪ Address conflict quickly, proactively and constructively resolve issues and conflicts ▪ Build understanding and commitment to information sensitivity and confidentiality ▪ Be ethical and professional and uphold and promote AHA values ▪ Be proactive and responsible for own actions ▪ Thinks and solve problems considering the broader context to develop practical and/or innovative solutions 	<p>A. Alignment with AHA values</p> <p>B. Role modelling of positive behaviours</p> <p>C. Feedback and assessed behaviours from peers and other team members (up and down)</p> <p>D. Actively seeks, reflects and acts on feedback on own performance</p> <p>E. Takes a strong interest in new knowledge and emerging practices relevant to the organisation</p> <p>F. Recognises the contribution of others and publicly celebrates successful outcomes and achievements</p> <p>G. Solves problems</p> <p>H. Demonstrates accountability</p>

	<ul style="list-style-type: none"> Delivers results through the efficient use of resources and a commitment to quality outcomes 	
	ESSENTIAL	DESIRABLE
Knowledge & Skills	<ul style="list-style-type: none"> Knowledge of Australia’s animal health and biosecurity systems Advanced interpersonal, written and oral communication skills – including technical writing Competent in use of Microsoft office software Advanced Microsoft Excel and database management skills Good negotiation skills Demonstrated ability to develop and maintain relationships and networks within the company and with members and key stakeholders Commitment to deliver excellent customer service to stakeholders Ability to distill complex scientific information into plain English suitable for a non-technical audience such as livestock producers Project management skills 	<ul style="list-style-type: none"> A. Microsoft Access skills B. Extension capability or experience with livestock producer groups
Qualifications & Experience	<ul style="list-style-type: none"> Tertiary qualification in veterinary, animal or agricultural science. 	<ul style="list-style-type: none"> A. Formal project coordination qualifications and/or demonstrated skills