



**Australian Government**

---

**Australian Pesticides and  
Veterinary Medicines Authority**



**Senior Assessor**  
**Position number: 01246**  
**APS6**

Candidate information package  
September 2024



## The position

<b>Position title</b>	Senior Assessor – Environment
<b>Classification</b>	APS Level 6
<b>Qualifications</b>	Appropriate tertiary qualifications in chemistry, environmental toxicology, agricultural or animal science or any related biological sciences are essential. Postgraduate qualifications in any of these disciplines are desirable.
<b>Security clearance</b>	Baseline
<b>Citizenship requirements</b>	Open to all applicants
<b>Location</b>	Armidale NSW or Canberra ACT
<b>Job type</b>	Ongoing; Full-time (Non-ongoing and Part-time options may be considered)
<b>Salary</b>	\$ 101,100.00 \$113,840.00 (plus 15.4% superannuation), depending on qualifications and experience

<b>Direct supervisor</b>	Assistant Director
<b>Program</b>	Risk Assessment Capability
<b>Section</b>	Environment

## Position summary

The Risk Assessment Capability (RAC) Program of the APVMA is responsible for the assessment of safety, efficacy and trade risk aspects of applications for the approval of active constituent, registration of chemical products, approval of permits to use a chemical for a specific purpose and the review of existing chemical products and their uses. The RAC program works closely with internal and external stakeholders.

As part of the RAC Program, the Environment team focusses on:

- managing all aspects of environmental assessments for existing and proposed new uses of ag-vet chemicals including the evaluation of hazard data, undertaking exposure assessments and making recommendations on the risks associated with these uses,
- providing expert advice to other areas of the APVMA and external stakeholders on environmental matters relating to agvet chemicals, and
- establishing technical policies associated with the environmental assessment of agvet chemicals.

## Core functions

Key responsibilities may include:

- Providing technical advice on the assessment of environmental matters relating to the regulation of agricultural chemicals, veterinary medicines and other chemicals to internal and external stakeholders.

- Providing input to the development and implementation of strategies, operational policies, priorities and work practices for the Risk Assessment Capability program to achieve results in line with APVMA operational goals.
- Assisting in making regulatory decisions in accordance with the legislation and delegations.
- Using project management and efficient workflow and related practices to provide timely inputs to the work of the section.
- Preparing high level written material incorporating scientific/technical considerations to contribute to briefs to decision makers, correspondence and other corporate documents as required.
- Undertaking special projects related to environmental safety under the direction of the Director or Executive Director.

## Selection criteria

To be a strong contender for the role, you will have:

### Essential:

1. Appropriate tertiary qualifications relevant to the assessment of environmental toxicology or exposure assessment, including relevant chemical, agricultural or biological sciences.
2. A sound knowledge of the regulatory framework in which the APVMA operates in the assessment and approval of agricultural and veterinary chemicals, including some knowledge and/or experience of the use of chemicals within the context of current agricultural and veterinary practices in Australia.
3. Ability to balance workflows and prioritise workloads and tasks to deliver high quality outcomes in a timely manner.
4. Analytical and problem-solving skills, with proven ability to evaluate, provide pragmatic advice and propose regulatory decisions on complex information in both data-rich and data-poor environments.
5. Ability to work in a team environment using effective interpersonal skills.
6. Ability to communicate clearly and confidently with demonstrable evidence of well-developed written communication skills.

### Desirable:

- Postgraduate qualifications in chemistry, environmental toxicology, agricultural or animal science or related biological sciences.

## Your application

In submitting your application, please ensure that you include an up to date resume and separate document addressing the selection criteria above. Your response to the selection criteria must not exceed **1000** words.

All applications are submitted online through the APVMA Careers website: [apvma.gov.au/join-our-team](https://apvma.gov.au/join-our-team).

If you have any questions, please contact our People and Culture team by email at [hr@apvma.gov.au](mailto:hr@apvma.gov.au).

## Our selection process

In accordance with the *Public Service Act 1999* we recruit our staff based on merit, which means that from a wide and diverse field of applicants we will select the best person for the position. To do this, we compare the skills, experience and abilities of each applicant. We use different tools and techniques, such as written applications, interviews and work sample tests, to collect the evidence we need to make a merit-based decision.

In the event a role in another area needs to be filled, which is deemed to require the same skillset, an existing order of merit may be utilised.

Table 1 outlines the approach we anticipate taking to fill this position. Please note that this approach may be subject to alterations during the recruitment process.

**Table 1: APVMA selection process approach**

Senior Assessor, Environment – selection process					
Selection Criteria	Stage 1		Stage 2		
	Relevant work experience	Responses to application questions	Psychometric testing	Work sample assessment	Structured interview
Criteria 1	Y	Y		Y	Y
Criteria 2	Y	Y		Y	Y
Criteria 3	Y	Y		Y	Y
Criteria 4	Y	Y		Y	Y
Criteria 5	Y	Y		Y	Y
Criteria 6	Y	Y		Y	Y
Timeframe	September to October 2024		October to November 2024		

## Writing tips

When writing your application (also referred to as your 'response to the selection criteria') you should demonstrate your experience through discussion of real life examples. It is preferable for you to select an example/s that best allows you to present competencies against the requirements of the position.

For this you should consider using the STAR Method (Situation-Task-Action-Results):

### Situation

- What was the situation? This is a brief outline of the situation faced and your role.

### Task

- What were the main issues involved with the situation?
- What needed to be done?
- What task/s needed to be achieved and what was the desired outcome?
- What obstacles had to be overcome?

### Action

- What were the steps you took to complete the task? This will include allocation of resources, people involved etc.

### Results

- What was the outcome?

For additional information on preparing your application and addressing selection criteria please refer to [Cracking the Code](#) on the [Australian Public Service Commission](#) website.



## About the APVMA



## Our purpose

We regulate agricultural and veterinary chemicals to manage the risks of pests and diseases for the Australian community and to protect Australia's trade and the health and safety of people, animals and the environment.

## Our vision

To be a global leader in agriculture and veterinary chemicals regulation for the benefit of Australia.

## Our role

The Australian Pesticides and Veterinary Medicines Authority (APVMA) has a clearly defined role as the regulator of agricultural and veterinary (agvet) chemicals in Australia. We are the independent statutory authority responsible for assessing and registering pesticides and veterinary medicines proposed for supply in Australia.

As the national regulator, the APVMA regulates agvet chemicals in line with the responsibilities described in the *Agricultural and Veterinary Chemicals (Administration) Act 1992* and the *Agricultural and Veterinary Chemicals Code Act 1994*. In this role, we:

- ensure Australians have access to safe and effective agvet chemicals to control pests and diseases in animals and plants
- monitor and enforce compliance with the Agvet Code and other legislation we administer
- maintain the Record and Register of approved agvet constituents, registered products and approved labels.

## Our values

The APVMA upholds the Australian Public Service (APS) values as set out in the [Public Service Act 1999](#). In addition to the APS values, we demonstrate the following behaviours:

- We apply science-based decisions pragmatically, consistently and proportionately to the risk.
- We actively engage with all stakeholders to build confidence in our regulatory system.
- We are committed to meeting our statutory obligations.
- We demonstrate leadership and trustworthiness and act with integrity.
- We encourage innovation and embrace technology.



## About us

The APVMA provides regulatory services for the supply of safe and effective agricultural and veterinary (agvet) chemicals in Australia. Our decisions protect human and animal health, the environment, facilitate trade and contribute to Australia's agricultural productivity.

We regulate the manufacturing and supply of pesticides including, herbicides, biocides, insecticides, and seed treatments; animal antibiotics, hormonal treatments and some stock feeds and pet foods. We also regulate household products such as insect repellents, garden sprays and pool chemicals.

We demonstrate and celebrate our commitment to workplace diversity strategies to maximise the contribution and inclusion of our people. We welcome applications from Aboriginal and Torres Strait Islander people, mature age people, people with cultural and linguistic diversity, and people with disability.

The APVMA offers exciting opportunities for a challenging career where you can apply your scientific expertise for the benefit of all Australians. You will work as part of a broader team that delivers efficient regulatory services to support Australia's agvet chemical industry and Australian agriculture.

More information about [the roles and responsibilities of APVMA](#) is available on our website.

## Benefits of working with the APVMA

Throughout your career with us we will offer you experience in:

- project management
- team work and leadership
- working with multidisciplinary science teams
- understanding of registration process and decision making in a regulatory context
- evaluation of the safety and efficacy of new pesticide or veterinary medicine products
- how product labels are used to manage risks to humans, animals, crops, the environment, and trade
- providing advice to the decision maker on registration of new products
- developing relationships with industry stakeholders.

We offer generous pay and conditions under the [APVMA Enterprise Agreement 2017–20](#).

In return we expect you to:

- comply with the requirements of the *Public Service Act 1999*, including the APS Values, Employment Principles and Code of Conduct
- comply with our policies and guidelines
- participate in our Performance Management process
- as a worker under the *Work Health and Safety Act 2011*, cooperate with any reasonable instruction, policy or procedures given to you by the APVMA which relates to health and safety in the workplace
- take reasonable care for your own health and safety while at work and ensure your acts or omissions do not adversely affect the health and safety of other persons in your workplace.

