



Australian Government

**Australian Pesticides and
Veterinary Medicines Authority**



Investigator
Position number: 11206
APS5

Candidate information package

May 2023



Position Overview

| | |
|--------------------------|--|
| Position title | Investigator |
| Classification | APS Level 5 |
| Location | Armidale NSW |
| Job type | Ongoing; Full-time (Non-ongoing and Part-time options may be considered) |
| Mandatory Qualifications | - |
| Salary | \$ 85,512.00 to \$ 93,944.00 (plus 15.4% superannuation), depending on qualifications and experience |
| Security clearance | Baseline |
| Citizenship requirements | Australian citizens only |

| | |
|-------------------|--|
| Direct supervisor | Assistant Director Investigations |
| Program | Business Enabling Services |
| Section | Assessment, Investigation and Monitoring |

Position summary

The Assessment, Investigation and Monitoring (AIM) section is responsible for the design and implementation of compliance and enforcement programs and operations within the legislative framework of the APVMA. The section's activities include information gathering and presentation, risk assessments, investigations and resolving non-compliance through established enforcement outcomes.

As part of the AIM section, the Investigator plays a key role in the representation of the APVMA's compliance and enforcement activities. The role includes assisting with investigations into alleged breaches of agvet legislation and the conduct of monitoring activities.

The Investigator may be required to support the work of Senior Investigators, assist in preparations for legal proceedings, and exercise coercive powers in accordance with APVMA work instructions and legislated authority. The position will assist with other operational tasks as required, and liaise closely with colleagues, other government officials and internal and external stakeholders.

Core functions

Key responsibilities may include:

- Analyse reports of suspected non-compliance involving agricultural and veterinary chemical products and liaise with registrants, farmers, veterinarians, Government agencies and members of the public.
- Conduct and contribute to the thematic analysis of reports of suspected non-compliance and intelligence products.
- Draft reports, papers and correspondence relating to the outcomes of the assessment of reports of suspected non-compliance.

- Work effectively as an individual and as part of a team to foster a positive workplace culture, develop and maintain effective working relationships with colleagues and stakeholders.
- Display a strong understanding of risk in a regulatory and occupational context, including the ability to put in place effective strategies for protection of personal and team safety, especially where fieldwork, chemical handling and dealing with difficult people are involved.

Selection criteria

Essential:

1. A good understanding (or ability to obtain a good understanding) of the regulatory framework in which the APVMA operates and the APVMA's regulatory responsibilities.
2. Well-developed analytical and problem-solving skills, with the demonstrated ability to evaluate information and provide technical advice within a regulatory setting.
3. An ability to show initiative, prioritise workloads, meet deadlines and deliver quality outcomes.
4. Demonstrated resilience and a commitment to build personal and team capability.
5. Strong communication skills, including the drafting of reports to assist decision makers.

Desirable:

- Certificate IV Government Investigations or equivalent or demonstrated experience in conducting investigations.

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 1,000 words.

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

For any questions please contact our HR Team by email at 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.

Table 1: APVMA selection process approach

| Investigator – 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 |
| Criteria 2 | Y | Y | | | Y |
| Criteria 3 | Y | Y | | | Y |
| Criteria 4 | Y | Y | | | Y |
| Criteria 5 | Y | Y | | | Y |
| Timeframe | June 2023 | | June to July 2023 | | |

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.

A herd of cattle, including black and brown cows, are grazing in a lush green field. The background features a line of trees and a warm, golden sunset sky. The scene is framed by white hexagonal geometric patterns in the top-left and bottom-right corners.

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.

