



Australian Government

**Australian Pesticides and
Veterinary Medicines Authority**



Assistant Director, Strategic Policy and Departmental Liaison
Position number: 01329
EL1

Candidate information package
September 2026



The position

Position title	Assistant Director, Strategic Policy and Departmental Liaison
Classification	Executive Level 1
Qualifications	Demonstrated experience in a related role and/or tertiary qualifications majoring in science, political science, the arts or related disciplines.
Security clearance	Baseline
Citizenship requirements	Australian citizens only
Location	Armidale NSW or Canberra ACT
Job type	Ongoing; Full-time (Non-ongoing and Part-time options may be considered)
Salary	\$131,301.00 to \$149,140.00 (plus 15.4% superannuation), depending on qualifications and experience

Direct supervisor	Director, Strategic Policy and Departmental Liaison
Program	Office of the Executive General Counsel
Section	Strategic Policy and Departmental Liaison

Position summary

The Office of the Executive General Counsel assists APVMA deliver its statutory functions and exercise its powers in regulating agricultural chemicals and veterinary medicines in Australia, by providing expert legal advice and support, leading governance functions (including as secretariat for the Board), delivering APVMA's compliance operations, facilitating and enabling legislative reform, strengthening operational capability, and enabling transparent engagement and communications. We work collaboratively to safeguard APVMA's accountability, performance and public trust.

The Strategic Policy and Departmental Liaison section is the APVMA's policy team, responsible for shaping and progressing regulatory reform initiatives. The section is responsible for the development, management, and implementation of the APVMA's regulatory reform projects. The section ensures proposed reforms are developed and clearly articulated to the Department of Agriculture, Fisheries and Forestry (DAFF), which leads Australian Government policy for agricultural pesticides and veterinary medicines. Working collaboratively across the APVMA and closely with DAFF, the section coordinates regulatory reform activities and drives associated operational change.

The section undertakes regulatory policy and reform initiatives aligned with the APVMA's strategic objectives, including researching and analysing complex policy and legislative issues, identifying emerging risks, and developing evidence-based options and solutions. It supports the APVMA's input into new and revised legislation, regulation and policy, works collaboratively across the agency to assess proposals and develop policy materials, and prepares high-quality briefings, reports and advice for senior executives and the APVMA Board. The section also monitors and evaluates the development and implementation of reforms to ensure intended outcomes are achieved and policy and legislative frameworks remain effective.

As a small team, we are responsive to the priorities of the Minister, APVMA Board, our senior executive and DAFF. Those who can navigate competing priorities and work well under pressure will thrive in the section. The section's work suits those who can think laterally, communicate persuasively, and exercise sound judgement.

The Assistant Director, Strategic Policy and Departmental Liaison will operate under limited direction as part of the Reform team to develop and implement the APVMA's strategic approach to regulatory reform. This currently includes examination of APVMA's legislation, regulations, and policies to ensure that they are operating efficiently and effectively and remain fit for purpose and managing the ongoing consideration of the Final Report of the Independent Review of the Pesticides and Veterinary Medicines Regulatory System in Australia. The role will take a regulatory stewardship approach to contribute to the effective and efficient operation of the national framework for agvet chemical regulation in Australia.

The successful applicant will be experienced in regulatory policy development, management, and implementation. They will have people, project management, change management and negotiation skills. They will work collegially with a broad range of stakeholders from industry, government, and the wider community.

The APVMA uses a project management framework to progress priority work. The Assistant Director is expected to work within this framework to deliver the section's project work.

Core functions

The Assistant Director Strategic Policy and Departmental Liaison is responsible for identifying how reforms might impact the APVMA and working with stakeholders to develop reform proposals. The Assistant Director, Reform will be responsible for:

- Undertaking strategic and regulatory policy and other reform initiatives across the APVMA, consistent with the APVMA's objectives and strategies and the APVMA Board's priorities. This may include coordinating internal proposals and settling an APVMA-wide position.
- Analysing and reviewing complex policy issues, identifying emerging issues, developing evidence-based options, and recommending and negotiating solutions to resolve problems and mitigate risks.
- Managing the APVMA's contribution to, and consideration of, new and revised legislative, regulatory and policy proposals. This includes leading negotiations on regulatory policy and reform initiatives.
- Lead the consideration and implementation of innovative regulatory practices within the bounds of existing legislation, including ensuring that the APVMA's legislative instruments are effective, efficient, and reflect modern regulatory practice.
- Providing high quality and strategic advice on strategic and regulatory policy and other reform matters, as requested by the APVMA Board or Executive.
- Developing and maintaining strong internal and external relationships to collaborate, consult, exchange information, and build consensus with key industry groups, community, other levels of government and other stakeholders to inform strategic decisions, as appropriate within the APVMA/DAFF Reporting and Cooperation Framework.
- Building, developing, and sustaining a strong team culture and capabilities. This includes supervising and developing staff.

Selection criteria

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

Essential:

1. Demonstrated ability to develop, manage, influence and implement legislative, regulatory, and policy reform projects in a complex and sensitive environment.
2. Highly developed management skills, including the ability to foster a positive and supportive team culture, and to support the APVMA's executive leadership group.
3. Capability to work in a dynamic and busy environment, working with competing priorities and the demonstrated ability to effectively manage and prioritise the workload of a team to deliver agreed outcomes.
4. Excellent people and negotiation skills, highly developed communication skills, and the ability to work collegiately with a broad range of stakeholders from industry, government, and the wider community.
5. Demonstrated ability to solve complex problems and manage complex issues for internal and external stakeholders, particularly in the regulatory reform context.

Desirable:

- Experience working in the Australian Public Service.
- Relevant tertiary qualifications in law highly desirable, with experience in legal policy and regulatory reform well regarded.
- Experience and understanding of Parliamentary and Cabinet processes and coordination and liaison with other government departments and offices, including in the context of legislative and regulatory reform.

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 500 words.

Referee checks are used to confirm a candidate's suitability for a role. They also allow us to verify or gather additional insights about a candidate from their application, resume, interview and other capability-based assessments.

Please ensure you have nominated a current referee who has known you for a reasonable amount of time and has good knowledge of your performance in a relevant context (e.g. current work or education) to provide an objective assessment of your capabilities, knowledge and experience.

The information obtained from referees will be used to inform the final decision of a candidate's suitability for the role.

All applications are submitted online through the APVMA Careers website: 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.

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 to collect the evidence we need to make a merit-based decision.

The selection process will begin with an assessment of written applications to determine suitability against the role requirements. Based on this assessment, a shortlist of candidates will be formed. Shortlisting is anticipated to be finalised within **4 weeks** of the application closing date.

Shortlisted candidates may be required to undertake additional assessment activities, which could include interviews, work sample exercises, presentation, psychometric assessment and referee checks.

The APVMA reserves the right to vary the assessment approach as required during the recruitment process.

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

The APVMA regulates agricultural and veterinary chemicals to protect the health and safety of people, animals and the environment, and to support primary industries, biosecurity and international trade for all Australians.

Our vision

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

Our role

The APVMA is the national regulator of agricultural and veterinary (agvet) chemicals in Australia, in line with the responsibilities set out in the Agricultural and Veterinary Chemicals (Administration) Act 1992 and the Agricultural and Veterinary Chemicals Code Act 1994. The regulatory framework for managing agvet chemicals in Australia is collectively referred to as the National Registration Scheme for Agricultural and Veterinary Chemicals (NRS). Under the NRS framework, it is responsible for the regulation and control of agvet chemicals up to and including the point of retail sale. The Authority also administers the import and export of chemicals and medicines.

The core regulatory functions of the APVMA are:

- assess new active constituents and products against the statutory criteria of safety, efficacy and trade
- ensure that the approved label accurately reflects how the product is identified, used, stored and disposed of, including first aid and safety information
- recall non-compliant products, ensuring the quality and safety of agvet chemicals in the marketplace and verify compliance with the relevant legislation
- ensure compliance on manufacturing, importing and exporting of agvet chemical products
- consider applications for permits to use an agvet chemical in a manner that is different to the directions for use specified on the registered product label. A permit may also authorise the use of an unregistered chemical under specific circumstances
- undertake chemical reviews (reconsiderations) of a registered active constituent or agvet product and its label. These reconsiderations assess the currently approved uses against contemporary science to ensure the statutory criteria can still be met.

Our values

The APVMA upholds the Australian Public Service (APS) Values as set out in the Public Service Act 1999 and these values are applied through the APVMA values and behaviours:

- Impartial – apolitical and provide advice that is frank, honest, timely, and based on the best available evidence
- Committed to service – professional, objective, innovative and efficient
- Accountable – open and accountable to our stakeholders across the Australian community
- Respectful – respect all people, including their rights and their heritage
- Ethical – demonstrate leadership, are trustworthy, and act with integrity
- Stewardship – build capability and institutional knowledge and support the public interest now and into the future, by understanding the long-term impacts of what we do.

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 2024-27](#).

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.

