



Australian Government

**Australian Pesticides and
Veterinary Medicines Authority**



Assistant Director Change and Project Management
Position number: 01327
EL1

Candidate information package
July 2026



The position

Position title	Assistant Director Change and Project Management
Classification	Executive Level 1
Qualifications	Relevant qualifications and/or demonstrated experience in project, portfolio, change, governance, policy or business management. Project management qualifications are desirable.
Security clearance	Baseline
Citizenship requirements	Australian citizens only
Location	Armidale NSW or Canberra ACT. Applications for remote working will be considered on a case-by-case basis in line with the APVMA Flexible Working Policy.
Job type	Non-ongoing; Full-time (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 Enterprise Change Management
Program	Business Enabling Services
Section	Enterprise Change Management and Projects

Position summary

The Business Enabling Services branch, led by the Chief Operating Officer, works collaboratively to deliver corporate enabling services across the agency to support the APVMA to perform its statutory role in regulating agricultural chemicals and veterinary medicines in Australia, including human resources, payroll, information communication technology, finance and procurement, property management, security and integrity, innovation and insights, and project management. The Chief Operating Officer also performs the roles of Chief Audit Executive, and Chief Security Officer.

The Enterprise Change and Projects team is a new function, focussed on delivery and supporting the agency to lead and deliver change effectively.

The Assistant Director Change and Project Management support the effective administration, implementation and continuous improvement of the APVMA Project Management Framework and its interface with the Planning Framework. The role provides practical guidance to project sponsors, project leads and project teams to support consistent project initiation, planning, delivery, reporting, closure and benefits review.

Reporting directly to the Director of Change and Project Management and working within APVMA governance, planning, budget and risk frameworks, the role coordinates portfolio-level project information, supports Priority Project proposal development, maintains alignment between project documentation and organisational planning commitments, and contributes to reporting for Executive Team, Board and other governance purposes.

The position also manages and leads priority, strategic or enabling projects, including projects with cross-agency dependencies, stakeholder impacts, change-management requirements and benefits-realisation obligations. The

role requires sound judgement, initiative, strong communication skills and the ability to operate with a high degree of independence while engaging effectively with senior leaders and stakeholders.

Core functions

Working collaboratively with APVMA staff, the Assistant Director is required to administer the Project Management Framework, support portfolio governance and lead projects to deliver agreed outcomes.

The key responsibilities of this position may include:

- Own and continuously improve the Project Management Framework, including associated tools, templates and guidance.
- Provide expert advice and hands-on support across the full project lifecycle (initiation to closure and benefits realisation).
- Manage alignment between project and planning frameworks, including priority project governance, proposals and corporate planning integration.
- Coordinate portfolio-level reporting for senior governance bodies, ensuring clear visibility of status, risks, dependencies, resources and benefits.
- Lead and deliver assigned projects end-to-end, ensuring outcomes meet scope, time, budget, quality and governance expectations.
- Develop high-quality project artefacts and analyse proposals to support prioritisation, strategic alignment and informed decision-making.
- Build organisational project capability and stakeholder engagement, while proactively identifying, escalating and addressing risks, issues and change impacts.

Selection criteria

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

Essential:

1. Demonstrated experience managing and leading projects, including planning, delivery, monitoring, reporting, risk management, stakeholder engagement, closure and benefits review.
2. Demonstrated ability to administer or apply project, portfolio, governance, planning, risk or performance frameworks in a complex organisational environment.
3. Strong analytical and problem-solving skills, including the ability to assess project proposals, identify risks and dependencies, evaluate options and provide pragmatic advice to senior stakeholders.
4. Well-developed written and verbal communication skills, including the ability to prepare high-quality briefs, reports, governance papers, project artefacts and executive-level communications.
5. Demonstrated ability to build productive working relationships, consult effectively, influence outcomes and work collaboratively across multidisciplinary teams and business areas.
6. Demonstrated ability to manage competing priorities, exercise sound judgement, work with a high level of independence and deliver quality outcomes within agreed timeframes.

7. Ability to lead, coach and support others to improve project management capability, documentation quality and delivery discipline.

Desirable:

- Experience in portfolio management, enterprise project management office functions, change management, benefits realisation or corporate planning.
- Knowledge of Commonwealth public-sector governance, planning, budget, risk and reporting requirements.
- Relevant project, program, portfolio, change or agile delivery qualifications or certifications.

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 750 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.

