



Australian Government

**Australian Pesticides and
Veterinary Medicines Authority**



Assistant Director, Governance and Integrity
Position number: 01210
EL1

Candidate information package

May 2026



The position

Position title	Assistant Director, Governance and Integrity
Classification	Executive Level 1
Qualifications	Tertiary qualifications in governance, risk management, business or a related field, and/or a professional background in public administration is desirable
Security clearance	Baseline
Citizenship requirements	Australian citizens only
Location	Armidale NSW or Canberra ACT
Job type	Ongoing, non-ongoing; Fulltime
Salary	\$ 131,301.00 to \$149,140.00 (plus 15.4% superannuation), depending on qualifications and experience

Direct supervisor	Board Secretary and Director, Governance Risk and Assurance
Program	Office of the Executive General Counsel
Section	Governance Risk and Assurance

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 Governance Risk and Assurance section plays a key role in building and operationalising strategies, frameworks and policies which support planning, governance, risk management, assurance and public transparency and accountability for the Australian Pesticides and Veterinary Medicines Authority (APVMA). The section works to support the APVMA achieve its purpose, vision and strategic objectives and to be a fit for purpose second line of defence across its full range of functions.

The position leads the Governance and Integrity team within the section. The team is currently responsible for the following functions: Board secretariat; Corporate planning, performance reporting and project management; Integrity; and Internal audit and external reviews (governance and administration only).

Working under broad direction, the Assistant Director uses their expertise to ensure the delivery of functions and the achievement of outcomes for which their team is responsible. They play a leadership role in a small team in a multidisciplinary environment, possess an outcome focused mindset, embody a proactive approach to achieving results and exhibit strong professional ethics and judgement. They are responsible for building capability in their team through coaching others, providing performance feedback, conflict resolution and encouraging career development, as well as contributing more broadly to the overall leadership of the section. As a leader within the section, they are also expected to help ensure its overall effectiveness and contribute to section priorities and projects.

Core functions

Key responsibilities may include:

- Assists in the provision of high-quality governance and secretariat services to the Board and/or its committees, which enable them to operate effectively and in accordance with legislated functions, powers and duties.
- Provides effective leadership and management of the Governance and Integrity team to ensure the delivery of its functions and the achievement of outcomes for which it is responsible.
- Acts as a trusted advisor on the management of governance and integrity matters to the Director and Executive Leadership Team.
- Supports and promotes a culture across the agency which advances the agency's aspiration to be an exemplar of good governance within the Commonwealth public sector.
- Ensures the agency maintains an appropriate suite of plans, frameworks, policies and procedures which support the effective delivery of functions for which the team is responsible.
- Develops and manages a range of internal and external stakeholder relationships, engaging with stakeholders to facilitate cooperation, identify opportunities and achieve common outcomes.
- Proposes and facilitates the adoption of innovative approaches and change which improves the delivery of the team's functions.
- Handles complex and/or sensitive issues with tact, discretion, efficiency and professionalism.

Selection criteria

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

Essential:

1. Demonstrated experience in the management of strategic/corporate planning, performance reporting, governance, and/or integrity functions.
2. Previous experience providing secretariat support to a governance board, audit committee or executive management committee/board.
3. Proven leadership skills that demonstrate a commitment to developing staff with the ability to enable a team to effectively deliver services/functions and achieve outcomes for which it is responsible.
4. Demonstrated ability to manage competing priorities in a rapidly changing environment, while applying strong organisational skills and a high level of attention to detail to consistently deliver high quality outcomes.
5. Excellent written and oral communication skills, and the ability to build and maintain productive working relationships with colleagues, senior management, Board members and key external stakeholders.
6. Strong research, analytical, critical thinking and problem-solving skills.
7. Demonstrated ability to self-motivate, work independently and display initiative and confidence.

Desirable:

- Governance qualifications from the Governance Institute of Australia or Australian Institute of Company Directors.
- Tertiary qualifications in governance, risk management, business or a related field.

- Experience in the public sector and/or regulator operations.

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.

