



**Australian Government**  
**Australian Pesticides and  
Veterinary Medicines Authority**



**Senior Stakeholder Engagement Officer**  
**Position number: 01200**  
**APS 6**

Candidate information package

March 2026



## The position

<b>Position title</b>	Senior Stakeholder Engagement and Media Officer
<b>Classification</b>	APS 6
<b>Location</b>	Armidale NSW, Canberra ACT (other locations may be considered)
<b>Job type</b>	Non-ongoing; Full-time (Part-time and job share may be considered)
<b>Qualifications</b>	Qualifications or background in communications, science, media, or stakeholder engagement is desirable
<b>Salary</b>	\$108,510.00 to \$122,184.00 (plus 15.4% superannuation), depending on qualifications and experience
<b>Security clearance</b>	Baseline
<b>Citizenship requirements</b>	Australian citizenship required

<b>Direct supervisor</b>	Assistant Director Media and Engagement
<b>Program</b>	Office of the Executive General Counsel
<b>Section</b>	Engagement and Communications

## Position summary

The Engagement and Communications team supports the work of the APVMA by providing internal and external communication services, stakeholder engagement including secretariat support, and manages all media liaison.

Reporting to the Assistant Director Media and Engagement, the Senior Stakeholder Engagement Officer role will include activities related to media liaison and media monitoring, issues management support and secretariat services for stakeholder engagement.

You will be analysing and mapping APVMA stakeholders and managing the setup of various consultation forums. Your work will also include maintaining relationships with colleagues at the Department of Agriculture, Fisheries and Forestry, the Minister's Office, and other external stakeholders.

As a Senior Stakeholder Engagement and Media Officer, you will work collaboratively within and beyond the Engagement and Communications team to anticipate and manage issues relevant to the APVMA, effectively engage with internal and external stakeholders, and support the communication of complex scientific information and sound regulatory posture in a public policy context.

## Core functions

Key responsibilities will include, but are not limited to:

- Working closely with the Assistant Director Media and Engagement to develop positive media opportunities
- Media and issues monitoring and media liaison
- Writing media statements and talking points

- Acting as the secretariat for stakeholder engagement
- Stakeholder analysis and mapping and development and maintenance of critical databases of stakeholder information
- Direct contact, liaison and relationship building with diverse stakeholders

## **Selection criteria**

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

### **Essential:**

1. Demonstrated experience in roles which included stakeholder engagement
2. Demonstrated experience in roles involving media and issues monitoring, media liaison and writing content for media purposes
3. Strong organisational and time management skills and evidence of ability to provide strong secretariat support
4. Highly developed written and verbal communication skills including talking points, key messages and briefings for media interviews
5. Ability to collaborate proficiently and work productively in an individual and team setting.
6. Track record in achieving positive media coverage on a range of issues
7. Track record of supporting highly effective stakeholder engagement

### **Desirable:**

- Experience in media related to a science, agricultural, veterinary, or other field relevant to the purpose of the APVMA, such as health or environment.
- Experience with departmental and ministerial liaison
- Qualifications or background in communications, science, media, journalism or similar.

## 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.

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

For any questions please contact our HR 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.

**Table 1: APVMA selection process approach**

Senior Stakeholder Engagement and Media Officer – 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	Y
Criteria 5	Y	Y			Y
	Y	Y			Y
	Y	Y			Y
Timeframe	March to April 2026		April 2026		

## 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?

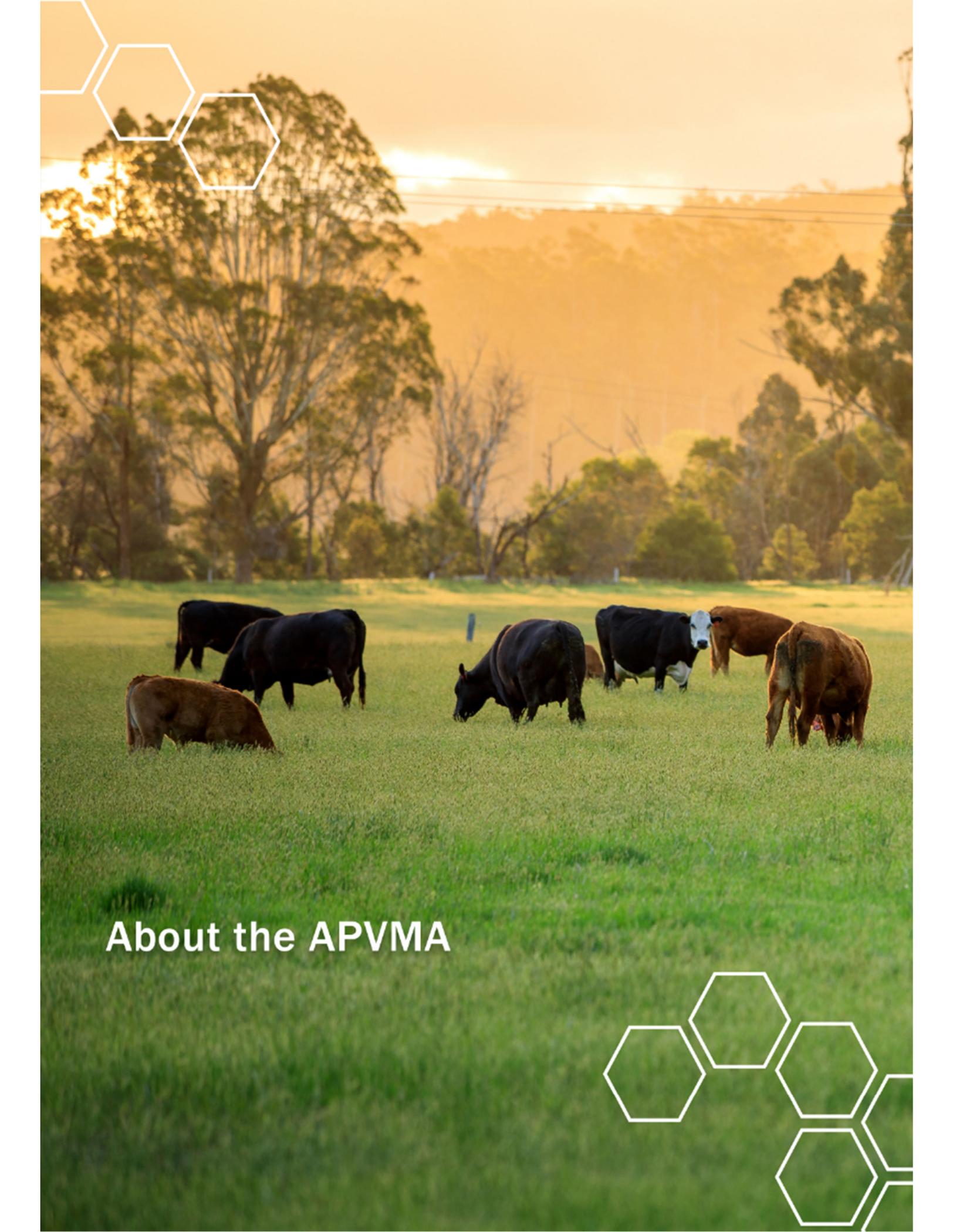
### Action

- 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 cows of various colors (black, brown, and black and white) are grazing in a lush green field. The background features a line of trees and a bright sunset sky with a golden glow. The scene is framed by white hexagonal 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.

