



Australian Government

**Australian Pesticides and
Veterinary Medicines Authority**



Assistant Director, Veterinary Medicines
Position number: 11359
EL1

Candidate information package
June 2025



The position

Position title	Assistant Director Veterinary Medicines
Classification	Executive Level 1
Qualifications	Tertiary qualifications in veterinary medicine or biological sciences – e.g. zoology, immunology, biochemistry, pharmacology, or animal science/nutrition.
Security clearance	Baseline
Citizenship requirements	Australian citizens only
Location	Armidale NSW or Canberra ACT
Job type	Ongoing; Full-time
Salary	\$126, 984.00 to \$144, 236.00 (plus 15.4% superannuation), depending on qualifications and experience

Direct supervisor	Director Veterinary Medicines
Program	Registration Management
Section	Veterinary Medicines

Position summary

The Veterinary Medicines Team, as part of the Registration Management Branch, is responsible for the pre-market risk assessment evaluations of veterinary medicines in Australia.

Working within established legislative and policy frameworks, you will apply expertise and technical knowledge to assist in the delivery of the National Registration Scheme for veterinary medicines. As an Assistant Director in the Registration section, you will be required to demonstrate a strong understanding of the APVMA's legislative and policy frameworks, and apply risk based scientific and veterinary principles in the evaluation of applications for new registrations or variations of registration of veterinary chemical products. You will also be expected to make sound decisions based on professional judgement and evaluation of risk in the context of a complex regulatory environment.

In undertaking this role, you are required to liaise and consult with internal and external stakeholders.

As an Assistant Director in the registration section, you will be required to lead and support Risk Managers and take measures to proactively mentor, guide and develop the technical capability of other team members.

Core functions

The key functions and responsibilities of this position will include:

- support the Veterinary Directors and provide leadership in mentoring staff and developing the capabilities of the veterinary team to meet its program objectives
- managing workloads and assessment timeframes, including managing the allocation of applications, project work and completion of tasks within legislated timeframes

- analysing and evaluating scientific and/or technical information and applying risk assessment and risk management principles to assess/approve applications to register or vary the registration of veterinary chemical products
- considering scientific advice, the legislative framework and agency guidelines to make recommendations to the decision maker on the registration of veterinary medicines or act in the capacity of the decision maker
- preparing high quality written communications incorporating scientific, regulatory and technical considerations into briefs to decision makers, ministerial correspondence and other corporate documents
- building and sustaining positive and collaborative relationships with veterinary team members and colleagues across the APVMA, registrants and other stakeholders involved in the veterinary sector.
- ensuring regulatory issues that arise during pre- and post-registration are resolved in an appropriate and timely manner after appropriate consultation within the APVMA and communication to registrants and stakeholders

Selection criteria

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

Essential:

- demonstrated work experience and tertiary qualifications in veterinary medicine, biological sciences e.g. zoology, immunology, biochemistry, pharmacology, or animal science/nutrition
- knowledge of the regulatory and legislative environment a government authority and familiarity with international best practices in veterinary medicines risk assessment
- well-developed interpersonal and communication skills, including oral and written communication, liaison and negotiation skills
- excellent analytical and problem-solving skills, with the ability to evaluate and provide pragmatic advice on complex scientific information within a regulatory setting
- demonstrated ability to lead a team in a fast-paced, changing, and client-focused environment with a focus on public and stakeholder engagement
- strong time management skills, including the ability to deal with periods of peak demand, legislative, and organisational timeframes.

Desirable:

- Knowledge of the regulatory and legislative environment of the APVMA and familiarity with international best practices related to preparing risk assessments for veterinary chemicals.

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.

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, such as written applications, interviews and work sample tests, to collect the evidence we need to make a merit-based decision.

Table 1 outlines the approach we anticipate taking to fill this position. Please note that this approach may be subject to alterations during the recruitment process.

Table 1: APVMA selection process approach

Assistant Director, Veterinary Medicines – 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	Y
Criteria 3	Y	Y		Y	Y
Criteria 4	Y	Y		Y	Y
Criteria 5	Y	Y			Y
Criteria 6	Y	Y		Y	Y
Timeframe	July 2025		July-August 2025		

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

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 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.

