



Australian Government

**Australian Pesticides and
Veterinary Medicines Authority**



Director, Veterinary Medicines
Position number: 10162
EL2

Candidate information package

January 2025



The position

Position title	Director Veterinary Medicines
Classification	Executive Level 2
Qualifications	Appropriate tertiary qualifications in a relevant scientific discipline such as Veterinary Medicines, Pharmaceutical sciences, Pharmacology, Zoology, or Biology.
Security clearance	Baseline
Citizenship requirements	Open to all applicants – preference will be given to Australian citizens in accordance with section 22(8) of the Public Service Act 1999.
Location	Armidale NSW or Canberra ACT
Job type	Ongoing; Full-time (Non-ongoing and Part-time options may be considered)
Salary	\$143,574.00 to \$166,137.00 (plus 15.4% superannuation), depending on qualifications and experience

Direct supervisor	Executive Director Registration Management
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 Director, you will co-lead a team of risk managers and administrative staff to determine the acceptability of applications to register new veterinary medicine products, and vary existing registered products.

In undertaking this role, you will work with a high level of autonomy to make sound decisions based on professional judgement and evaluation of risk in the context of a complex regulatory environment. Directors will also manage relationships with external service providers, internal and external clients, and stakeholders, including commonwealth, state and industry bodies and non-government organisations.

Core functions

The Director will be responsible for co-leading the Veterinary Medicines registration team. The team is responsible for premarket risk assessment evaluations of veterinary medicines in Australia. As one of the Directors in the Veterinary Medicines team, you will be responsible for:

- Leading and managing the Veterinary Medicines Team.
- Applying scientific process and technical knowledge, in evaluating new product and variation applications within a regulatory framework

- Managing workloads and assessment timeframes, including the allocation of applications, project work, and completion of tasks within legislated timeframes;
- Supporting the Executive Director and provide leadership in mentoring staff and developing the capabilities of the team to meet program objectives;
- Working within established legislative and policy frameworks, provide significant and detailed advice on issues related to the assessment of registration applications;
- Peer reviewing and approving scientific and/or technical information prepared by scientists whilst applying risk assessment and management principles in order to make decisions to register or vary veterinary medicines;
- Preparing or approving high quality written communications incorporating scientific and technical considerations into briefs to decision makers, ministerial correspondence, and other corporate documents;
- Building and sustaining positive and collaborative relationships with team members and stakeholders and ensuring issues are resolved in an appropriate and timely manner;
- Ensuring knowledge of, and compliance with, legislative frameworks and agency guidelines;
- Interpreting legislation, guidelines and requirements to make decisions/recommendations and provide advice using sound judgement, expertise and knowledge;
- Working with different stakeholders to develop or update guidelines related to veterinary medicines registration; and
- Maintaining an understanding of the role and responsibilities of the APVMA, including an understanding of the Australian Public Service operating environment more broadly.

Selection criteria

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

Essential:

1. Appropriate tertiary qualifications and work experience in a relevant scientific discipline such as Veterinary Medicines, Pharmaceutical sciences, Pharmacology, Zoology, or Biology.
2. Strong leadership skills demonstrating the abilities to develop and maintain technical teams and plan strategically in a dynamic and client focused environment including the ability to deal with periods of peak demand and legislated timeframes.
3. Highly developed analytical and problem-solving skills, with the ability to evaluate and provide pragmatic advice on complex scientific information within a regulatory setting.
4. Knowledge of the regulatory and legislative environment of a government authority and possessing an understanding of best practices in veterinary medicines risk assessment.
5. Demonstrated ability to lead and manage a team of scientists with strong analytical and problem-solving skills whilst managing the evaluation and approval of the registration of veterinary chemical products.
6. Well-developed interpersonal and communication skills, liaison and negotiation skills with particular attention to public and stakeholder engagement with the ability to provide complex briefings to senior executives and representing the organisation in domestic and international forums.

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.

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. Please note that this approach may be subject to alterations during the recruitment process.

Table 1: APVMA selection process approach

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
Criteria 3	Y	Y			Y
Criteria 4	Y	Y			Y
Criteria 5	Y	Y			Y
Criteria 6	Y	Y			Y
Timeframe	February 2025		February to March 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?

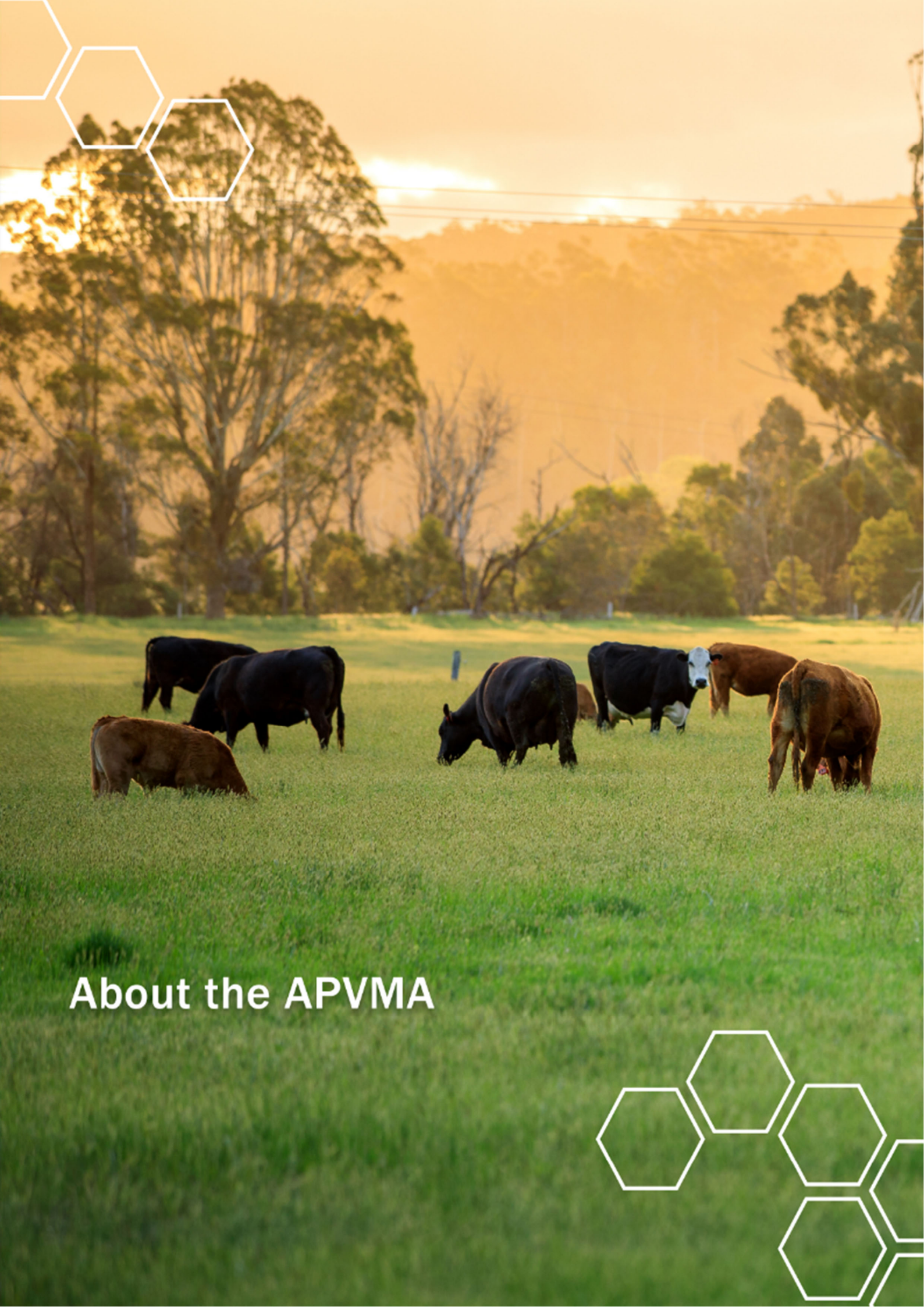
Action

- 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 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.

