Australian Government

Australian Pesticides and Veterinary Medicines Authority

Assistant Director, Manufacturing Quality and Licencing
Position number: 10061
EL1

Candidate information package

January 2025

The position

Position title	Assistant Director, Manufacturing Quality and Licencing
Classification	Executive Level 1
Qualifications	Appropriate tertiary qualifications in a relevant scientific discipline. Relevant disciplines may include pharmaceutical science, medical or veterinary science, chemistry or other related fields
Security clearance	Baseline
Citizenship requirements	Australian citizens only
Location	Armidale NSW or Canberra ACT
Job type	Ongoing; Full-time (Non-ongoing and Part-time options may be considered)
Salary	$122,335.00 to $138,956.00 (plus 15.4% superannuation), depending on qualifications and experience

Direct supervisor	Director, Manufacturing Quality and Licencing & Assurance
Program	Registration Management
Section	Manufacturing Quality and Licencing & Assurance

Position summary

The Manufacturing Quality and Licensing (MQL) Team within the Registration Management Program ensures that all veterinary chemical products, manufactured in Australia or entering into the Australian market, meet required quality standards. This is achieved through delivery of Good Manufacturing Practice (GMP)-based compliance schemes that underpin and monitor the manufacture of veterinary chemical products.

The MQL Team administers two schemes designed to assure the quality of veterinary medicines in the Australian marketplace as well as facilitate the export of Australian-made veterinary chemical products. Under the Manufacturers' Licensing Scheme, Australian-based manufacturers are audited by third-party, APVMA-authorised auditors for compliance with the APVMA's Manufacturing Principles and the relevant code(s) of GMP. The Overseas GMP Scheme ensures that foreign manufacturers supplying veterinary medicines to Australian consumers comply with quality standards that are equivalent to those applying to veterinary chemical products manufactured in Australia.

The Assistant Director is required to make sound recommendations and decisions based on professional judgement, evaluating risks in the context of a complex regulatory environment. The position is also expected to build and maintain strong working relationships with internal and external stakeholders.

Core functions

Key responsibilities may include:

- work under limited direction and collaboratively with APVMA staff, industry and external reviewer agencies.

- manage, coordinate and administer the APVMA's GMP assessment schemes, related activities and projects carried out by the MQL Team.
- provide technical and administrative advice on more complex matters to colleagues and stakeholders, negotiate audit outcomes and timeframes with individual manufacturers and contribute to enforcement activities.
- manage, supervise and train functional and/or project team staff on a day-to-day basis.
- assess licence applications, GMP certificates, audit reports and related documentary evidence for compliance with APVMA's legislative and GMP requirements for manufacturers of veterinary chemical products and make regulatory recommendations and decisions in accordance with delegated authorities.
- strong communication skills including the preparation of reports and guidelines, and contribute to the development and implementation of ancillary support functions, including audit monitoring and quality.
- plan and undertake research and/or development tasks, attend and conduct audits (as required) and actively contribute to strategic sectional planning and the maintenance and improvement of APVMA quality system processes and forms.

Selection criteria

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

Essential:

1. Appropriate tertiary qualifications in a scientific discipline, such as pharmaceutical science, medical or veterinary science, chemistry or other related fields.
2. Demonstrated knowledge of the manufacture and regulation of chemical products and an understanding of Good Manufacturing Practice (GMP).
3. Highly developed planning and organisational skills, attention to detail and the ability to work both as part of a team and independently under limited direction.
4. Be quality focused, with in-depth experience in auditing or being audited (e.g., manufacture of pharmaceuticals or other chemicals, food supply chains, warehouses, TGA or NATA audits).
5. Demonstrated ability to develop strong working relationships with internal and external stakeholders, represent the organisation, and liaise, influence and negotiate with staff from other sections.
6. Strong communication skills, particularly with either a technical writing background (e.g. work instructions) or public/stakeholder engagement experience (e.g. running community programs or events management).
7. Staff management or supervisory experience, with demonstrated resilience and a commitment to build personal and team capability.

Desirable:

- Experience in compliance, adverse experience reporting, recalling products in agriculture, veterinary or human pharmaceuticals.
- Knowledge and understanding of operational excellence.

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

Assistant Director MQL – 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
Criteria 7	Y	Y			Y
Timeframe	February 2025		February 2025 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?

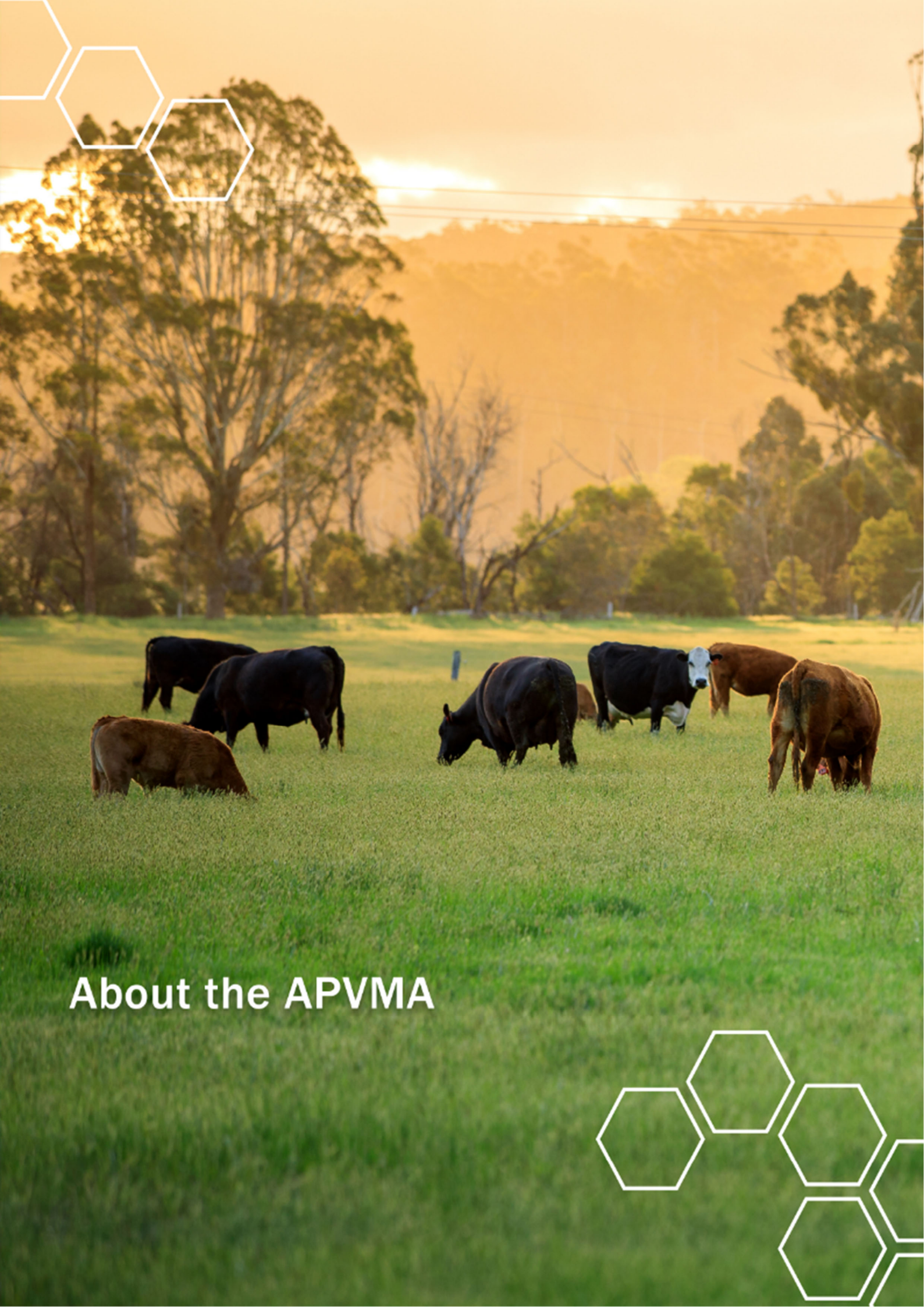
Action

- 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.