



Australian Government

**Australian Pesticides and
Veterinary Medicines Authority**



**Chief Information Officer
Position number: 01061
Executive Level 2**

Candidate information package

November 2024



The position

Position title	Chief Information Officer
Classification	Executive Level 2
Qualifications	Appropriate tertiary qualifications in computer science, information technology, business administration (or a related discipline) is desirable
Security clearance	Negative Vetting Level 1 (NV1)
Citizenship requirements	Australian citizens only
Location	Armidale NSW or Canberra ACT
Job type	Ongoing; Full-time
Salary	\$143,574 to \$166,137 (plus 15.4% superannuation), depending on qualifications and experience

Direct supervisor	Chief Operating Officer
Program	Business Enabling Services
Section	ICT and Business Technology

Position summary

As part of the Business Enabling Services Branch, the ICT and Business Technology section plays a key role in building and maintaining contemporary ICT services, tools and systems to support the APVMA's important mission. The section is responsive to the needs of the agency, working collaboratively with its leaders to identify, prioritise and respond to workforce needs.

The section works collaboratively with the department (Department of Agriculture Fisheries and Forestry) and providers to leverage contemporary, effective, efficient and secure products and services consistent with Australian government requirements and protocols.

The Chief Information Officer (CIO) is a strategic, influential, innovative and collaborative leader of a small team of ICT professionals and will be responsible to develop, implement and operate necessary strategies, solutions, policies and procedures that ensure the APVMA's information management and technology capabilities are fully aligned with the prevailing Corporate and Strategic Plans.

The position is responsible for influencing and managing key strategic relationships with a broad range of internal and external stakeholders.

Core functions

Key responsibilities include:

- ensuring the provision of ICT products and services (including desktop, hardware, telecommunications, networking and bespoke APVMA systems, services and data) are:
 - secure

- well governed
 - efficient and effective
 - delivered on time to the required standard, and
 - support agency objectives
- developing, implementing and maintaining the APVMA ICT Strategy and Roadmap
 - ensuring appropriate ICT related contractual and service arrangements are in place consistent with government procurement requirements and protocols
 - predictable and accurate performance reporting
 - contributing to agency objectives through leadership, participation and membership of the executive leadership team
 - securing new hosting and application support for business applications. If practical, upgrade business applications and their servers
 - leading and managing the ICT sections, people, performance and finances in line with APVMA and APS guidelines

Selection criteria

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

Essential:

1. as a senior ICT leader in an environment at a scale and complexity similar to the APVMA
2. providing leadership and direction in developing and implementing an IT vision and strategic plan through efficient and effective business systems and processes that harness best-available technology that support APVMA goals and requirements
3. identifying and leading a culture of innovation, continuous improvement and effective relationships that ensure alignment between stakeholder and organisational needs
4. providing leadership in managing and implementing change as well as shaping, leading and driving business transformation to achieve measurable improvements
5. managing financial resources including budgeting, forecasting, resource management, funding streams or programs, cost-effective IT solutions
6. confidently leading by example and displaying appropriate professional and inclusive behaviour in the workplace, (consistent with APS and APVMA values and behaviour expectations)

Desirable:

- appropriate tertiary qualifications in computer science, information technology, business administration (or a related discipline)

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 Operations 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

Chief Information 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	Y
Criteria 2	Y	Y		Y	Y
Criteria 3	Y	Y		Y	Y
Criteria 4	Y	Y		Y	Y
Criteria 5	Y	Y		Y	Y
Criteria 6	Y	Y		Y	Y
Timeframe	November 2024		December 2024		

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?

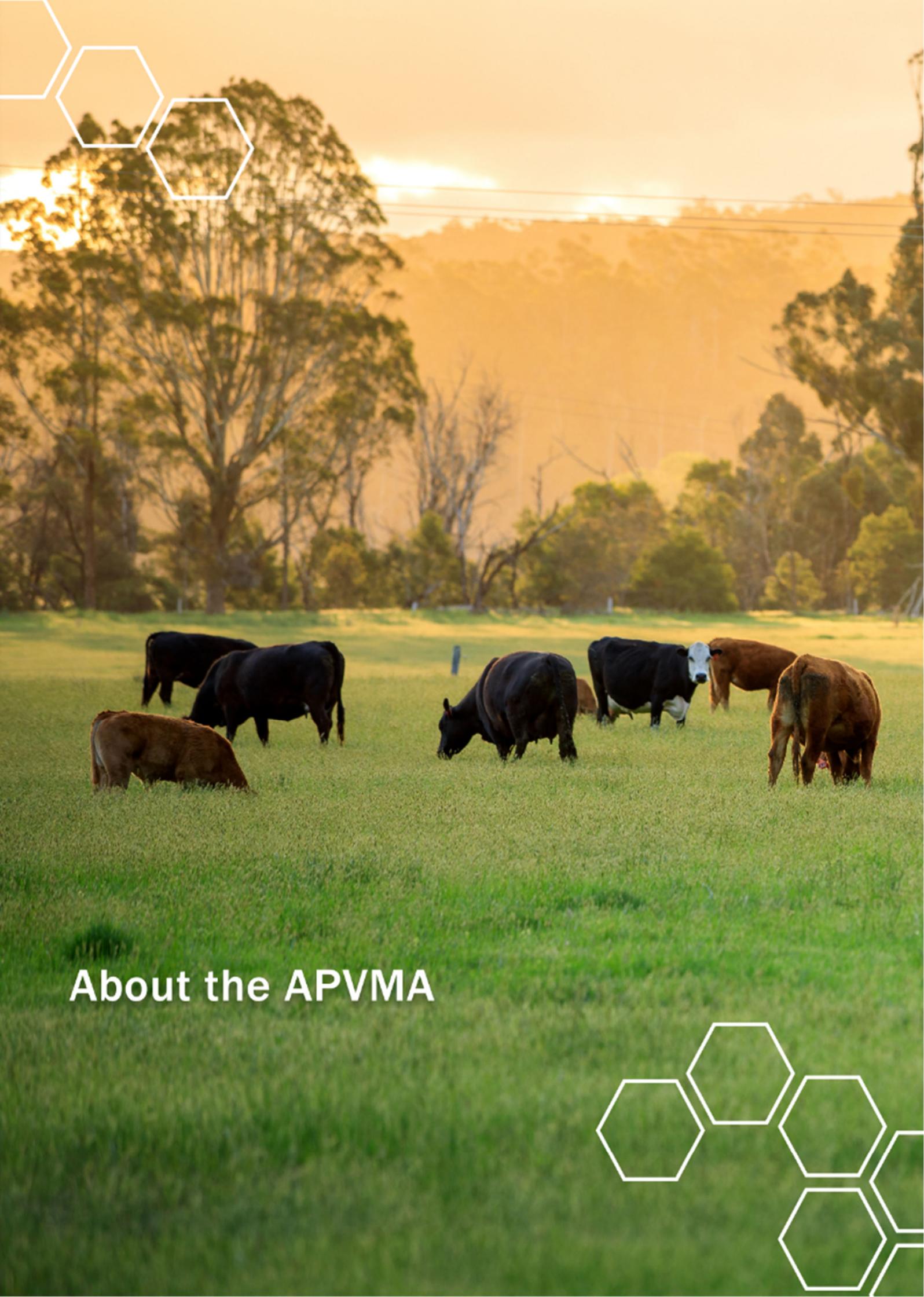
Action

- 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 are apolitical and provide the government with advice that is accurate, timely, and based on the best available evidence
- We are professional, objective, innovative and efficient, and work collaboratively to achieve the best results for the Australian community and the government
- We are open and accountable to the Australian people under the law, and within the framework of ministerial responsibility
- We respect and value diversity
- We demonstrate leadership and trustworthiness, and act with integrity

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.

