



**Australian Government**

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**Australian Pesticides and  
Veterinary Medicines Authority**



**Senior Legal Officers**  
**Position numbers: 10215 and 01201**  
**EL2**

Candidate information package  
November 2023







## The position

Position title	Senior Legal Officer
Classification	Executive Level 1
Location	Armidale NSW; Canberra ACT
Job type	Ongoing; Full-time (Non-ongoing and Part-time options may be considered)
Qualifications	Applicants must be admitted as a legal practitioner to the Supreme Court of an Australian State or Territory and must hold, or be currently eligible to obtain, a practicing certificate issued by the relevant Law Society.
Salary	\$138,052.00 to \$158,375.00 (plus 15.4% superannuation), depending on qualifications and experience
Security clearance	Baseline
Citizenship requirements	Australian citizens only

Direct supervisor	General Counsel (EL2)
Program	Office of the Executive General Counsel
Section	N/A

## Position summary

Under broad direction from the General Counsel, the Senior Legal Officer operates in a fast-paced environment, liaising closely with other staff to achieve agency outcomes. The position provides high quality, accurate legal advice and support to the Authority across all operational areas.

The Senior Legal Officer will demonstrate strong legal and analytical skills, excellent communication skills, and experience in the key areas of law relevant to the APVMA including statutory interpretation, administrative law, regulatory strategy, legislative drafting and commercial law.

Working at the EL1 classification, the Senior Legal Officer will work with independence appropriate to that classification level, against established priorities, practices and methodologies to deliver quality legal outcomes.

Given the changing nature of the APVMA's operating and legislative environment, the occupant will also need to develop an in-depth knowledge of the role and functions of the APVMA, retain an awareness of the legislation and legislative instruments administered by the Authority, and maintain expertise in relation to legal skills and legal system requirements.

## Core functions

Under direction of the General Counsel and, as part of the Office of the General Counsel, your duties may include:

- Providing high quality, timely and strategic legal advice and support on a range of routine and complex administrative law, statutory interpretation, compliance, enforcement, privacy and commercial law issues relevant to the APVMA.

- Drafting and developing legislative instruments, operational guidance materials and regulatory documents and instruments.
- Building and maintaining professional and effective working relationships at all levels within the APVMA and external agencies, including external legal providers.
- Contributing to the development and/or supervision of junior officers and/or the delivery of legal training to areas of the APVMA in support of their legal needs.
- Supporting the Office of General Counsel in achieving its objectives and delivering on the strategies of the APVMA's Operational Plan.

## Selection criteria

To be considered for these roles you will need:

### Essential:

1. Demonstrated ability to provide quality legal advice in a complex and sensitive environment with a strong focus on client service.
2. Demonstrated ability to manage major programmes and contribute to strategic direction while maintaining an internal client focus.
3. Sound knowledge of public administration with a particular focus on sound financial management and governance practices in the Australian Public Service.
4. Strong people and negotiation skills, highly developed communication skills and the ability to work collegiately with a broad range of stakeholders from industry, government, and the wider community.
5. Sound knowledge of and compliance with legislative frameworks, government decision-making and agency guidelines and regulations, solve complex problems and manage complex issues for internal and external stakeholders.
6. Highly developed ability to work as part of a team, both giving and receiving feedback and working collaboratively to achieve common goals.

### Desirable:

- Experience working as a lawyer within a Commonwealth legal and /or regulatory agency.

## 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](https://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](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. Please note that this approach may be subject to alterations during the recruitment process.

**Table 1: APVMA selection process approach**

Senior Legal Officers – 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
Criteria 3	Y	Y			Y
Criteria 4	Y	Y			Y
Criteria 5	Y	Y			Y
Criteria 6	Y	Y			Y
Timeframe	December 2023		December 2023		

## 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

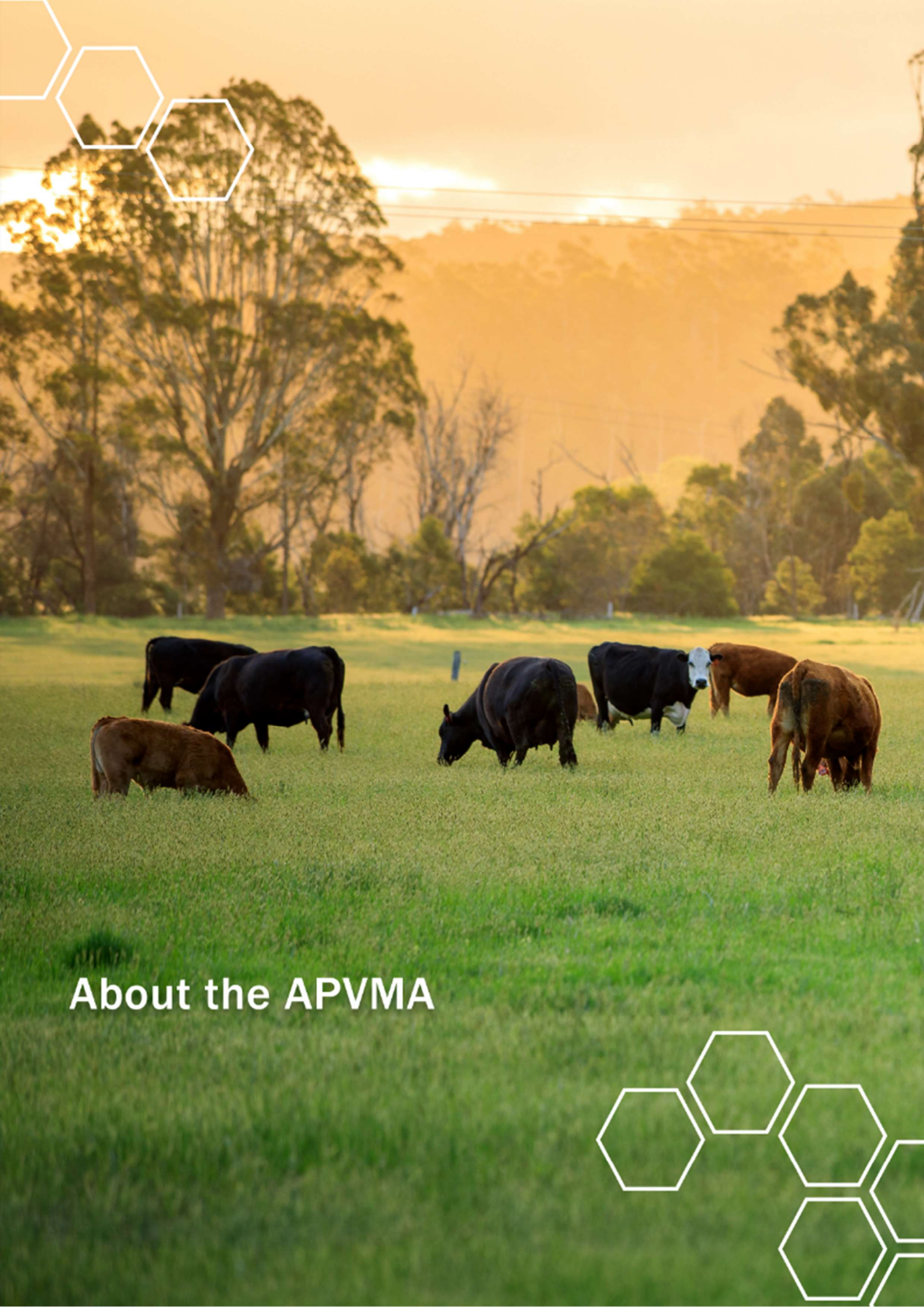
- What were the steps you took to complete the task? This will include allocation of resources, people involved etc.

### 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.

