



**Australian Government**

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**Australian Pesticides and  
Veterinary Medicines Authority**



**Executive Officer**  
**Position number: 01211**  
**EL2**

Candidate information package  
November 2023







## The position

Position title	Executive Officer
Classification	Executive Level 2
Location	Armidale NSW or Canberra ACT
Job type	Ongoing; Full-time (Non-ongoing and Part-time options may be considered)
Qualifications	Relevant tertiary qualifications such as a bachelor's degree across the fields of communications, humanities, law and regulation or business administration are desirable.
Salary	\$138,052.00 to \$158,375.00 (plus 15.4% superannuation), depending on qualifications and experience
Security clearance	Negative Vetting 1
Citizenship requirements	Australian citizens only

Direct supervisor	Chief Executive Officer
Program	Office of the Chief Executive
Section	Chief Executive

## Position summary

The Office of the Chief Executive Officer (CEO) oversees the APVMA's vision, strategies, and objectives to meet its legislative responsibilities. The Office of the CEO monitors financial and operational outcomes, consults widely with a variety of key stakeholders, and is responsible for overall program and agency performance.

The Executive Officer will provide high level strategic and operational support direct to the CEO on a wide range of complex and organisational issues. The role will be required to maintain close working relationships with all members of the Senior Executive Service (SES) and the Office of the CEO. A high level of professionalism, discretion, and initiative in dealing with sensitive and/or confidential information is required.

The role will require working closely with the Executive Assistants (EAs) to support the Office of the CEO and the SES. In addition, this position will work closely with the Board Secretary, Senior Leadership Team (SLT), communications team and senior stakeholders across the organisation to coordinate the agency's agenda. Externally, the role will work with the minister's office, industry stakeholders and Department of Agriculture, Forestry and Fisheries staff to navigate the interactions of strategy, policy, relationships, and technology.

## Core functions

Key responsibilities may include:

- Providing direct, timely and well-judged advice and support to the CEO.
- Engaging with a range of operational issues and projects and utilising excellent judgement in the provision of strategic advice.

- Interpret, draft, and review relevant correspondence, communication activities and/or preparation of reports with complex and sensitive information such as senate estimate briefs, Board reports, CEO speeches, and meeting briefings.
- Manage all aspects of the CEO's office in collaboration with the EAs.
- Assist the CEO with relevant Executive Leadership Team processes, action plans and relevant workflows in collaboration with the SLT.
- Manage a large and dynamic workload, prioritising, coordinating and delegating tasks as required.
- Exercise a high degree of independence and self-direction.
- Operate as an effective team player with the ability to work well with others, have strong interpersonal skills and work well under pressure.

## Selection criteria

### Essential:

1. High-level organisation, research, interpersonal and administrative skills, including the ability to be flexible, set priorities, meet deadlines and work effectively under pressure.
2. Proven ability to build strong relationships with key internal and external stakeholders at all levels and provide advice to the CEO, senior executives, and other staff.
3. Well-developed written and verbal communication skills, including the ability to communicate persuasively through clear and succinct briefings, reports, and correspondence.
4. Ability to drive collaboration and influence effectively to resolve complex issues across a range of program areas and competing priorities.
5. Demonstrated ability to manage and lead people with empathy, being agile to navigate change and work toward mutually beneficial outcomes.
6. Excellent strategic thinking skills and experience in applying expert judgement in the resolution of complex organisational issues.

### Desirable:

- Relevant tertiary qualifications such as a bachelor's degree across the fields of communications, humanities, law and regulation or business administration.

## 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 1,000 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**

Executive 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
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

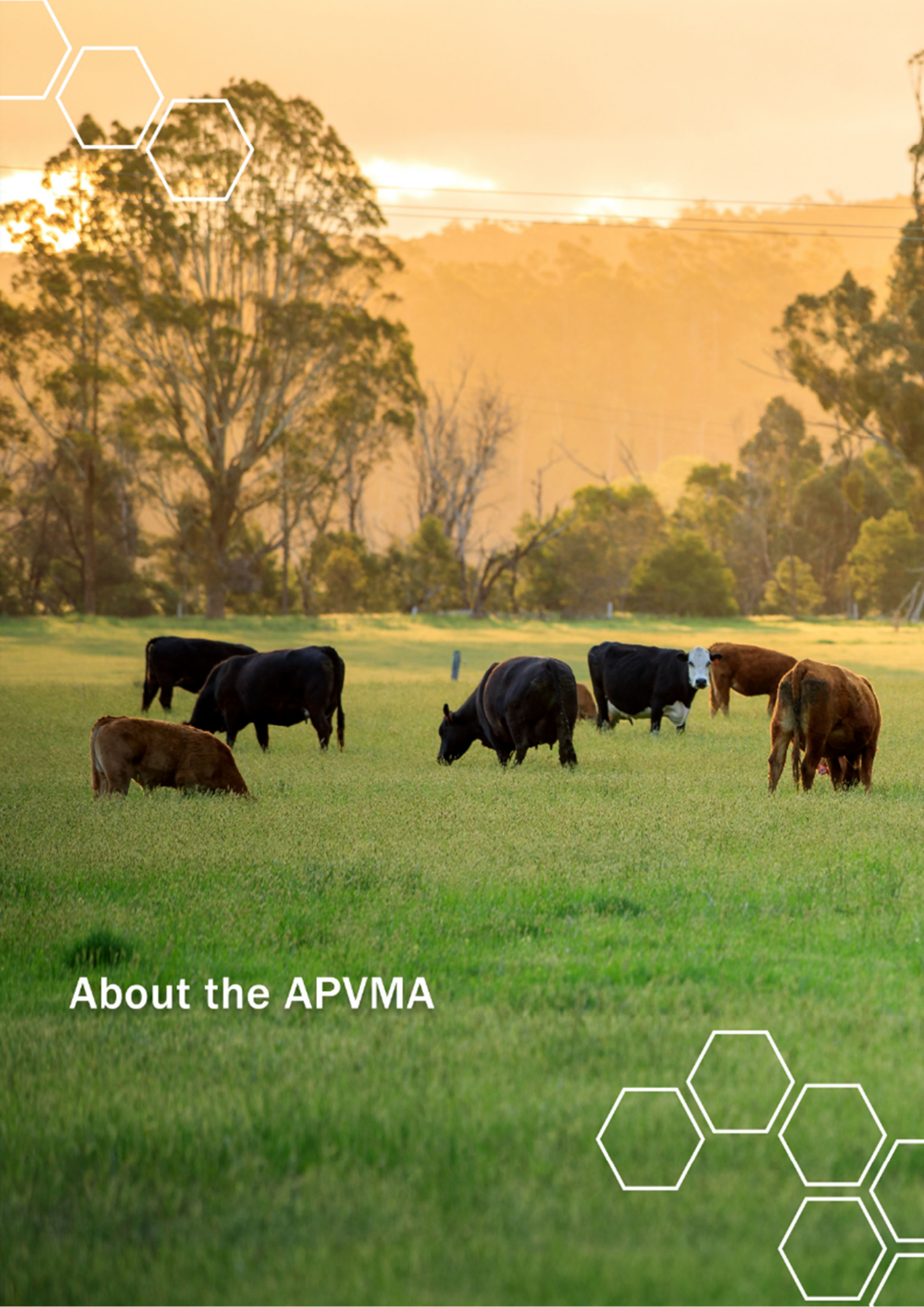
- What were the steps you took to complete the task? This will include allocation of resources, people involved etc.

### 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.

