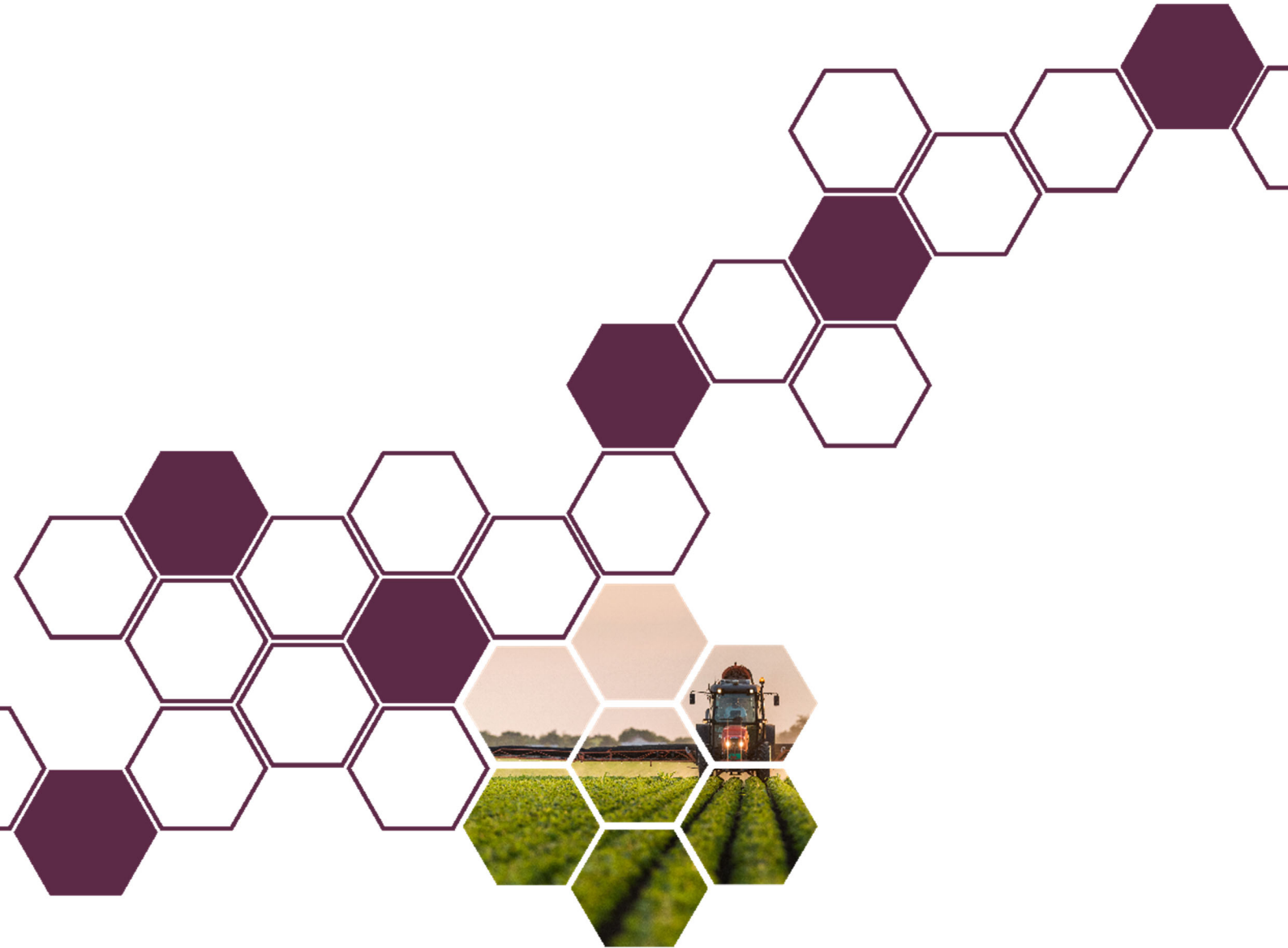




Australian Government

**Australian Pesticides and
Veterinary Medicines Authority**



Senior Health, Safety and Wellbeing Officer
Position number: 11281
APS6

Candidate information package

August 2023



The position

Position title	Senior Health, Safety and Wellbeing Officer
Classification	Australian Public Service 6
Location	Armidale NSW or Canberra ACT
Job type	Ongoing; Full-time (Non-ongoing and Part-time options may be considered)
Qualifications	Recognised qualifications and/or significant high-level experience in Work Health and Safety.
Salary	\$97,212.00 to 108,521.00 (plus 15.4% superannuation), depending on qualifications and experience
Security clearance	Baseline
Citizenship requirements	Australian citizens only
Direct supervisor	Assistant Director People and Culture
Program	Business Enabling Services
Section	People and Culture

Position summary

The People and Culture Team play a key role in contributing to, building, and maintaining contemporary best practice strategies by responding to the needs of the agency, working collaboratively with leaders to identify, prioritise and respond to workforce capability and capacity needs.

Working with the People and Culture team, the Senior Health, Safety and Wellbeing Officer is a team player who works across the business to enhance the agency's Work Health and Safety capability and embed a culture of safety awareness and wellbeing.

Having an excellent knowledge of relevant legislation, you will be responsible for leading WHS policy development and implementation in response to legislative and operational requirements. You will act as a consultant to all levels of staff, increasing staff awareness of WHS and ensuring compliance with legislation and safe workplace obligations.

In the implementation of WHS policy, your role will oversee incident response, early intervention strategies, WHS investigations and ensure adequate reporting mechanisms are in place. You will work to create a structured and systematic approach to collecting, analysing, and acting upon information related to workplace health and safety incidents, hazards, near misses, and other relevant data.

The role will also involve championing and promoting health and wellbeing initiatives to all staff, developing wellbeing strategies, and working closely with the agency's diversity and inclusion functions.

Core functions

The role will be required to perform a number of core functions, including:

- Maintain a strong working knowledge of the *Work Health and Safety Act* and regulations.

- Ensure agency compliance with relevant federal, state, and statutory regulations including the requirements of the APS Code of Conduct, Equal Employment Opportunity principles, and the *Work Health and Safety Act*.
- Develop and drive critical risk controls, assessments, plans, policies, and procedures to continuously improve our safety performance.
- Provide regular updates to the APVMA executive and board that support informed decision-making, include metrics and KPIs related to WHS, and analyse trends and patterns in WHS data.
- Complete intermittent reporting to government bodies on request, including provision of WHS data for Senate Estimates enquiries.
- Implement early intervention strategies, oversee incident response, and lead investigations into serious incidents in accordance with agency procedures.
- Oversee the implementation of APVMA's Health and Safety Management system by providing strategic advice and ensuring its alignment with the APVMA's Health and Safety Management Plan.
- Oversee the agency's Health and Safety committee in line with legislative requirements, including secretariat responsibilities and liaising with members.
- Build productive stakeholder relationships across the People and Culture team, Health and Safety Committee members and officers, the Union, and APVMA senior executive.
- Ensure the provision of all relevant information to staff in relation to Workplace Health Safety and Wellbeing, including rights, obligations, and other considerations.
- Developing wellbeing strategies and initiatives and drive a culture that supports and promotes wellbeing.

Selection criteria

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

Essential:

1. Recognised qualifications and/or significant high-level experience in Work Health and Safety.
2. Demonstrated track record as an effective safety professional with the capability to manage, assure and improve safety systems at a whole of organisation level.
3. Comprehensive knowledge of work health and safety legislation and associated frameworks with the capacity to rapidly understand the APVMA operating context and risk profile.
4. Excellent teamwork, interpersonal and communication skills, with the ability to liaise, collaborate, build productive stakeholder relationships, and engage with senior executives with credibility and competence.
5. Demonstrated experience in the preparation of high-quality governance documents, consistent with legislative obligations and preferably within a government sector context.
6. Demonstrated project management skills including a proven track record of continuous improvement and demonstrated examples of developing and implementing WHS & Wellbeing initiatives.

Desirable:

- Demonstrated experience in internal and external auditing processes.

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.

For any questions please contact our HR 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.

Table 1: APVMA selection process approach

Senior Health, Safety and Wellbeing 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	September 2023		September to October 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?

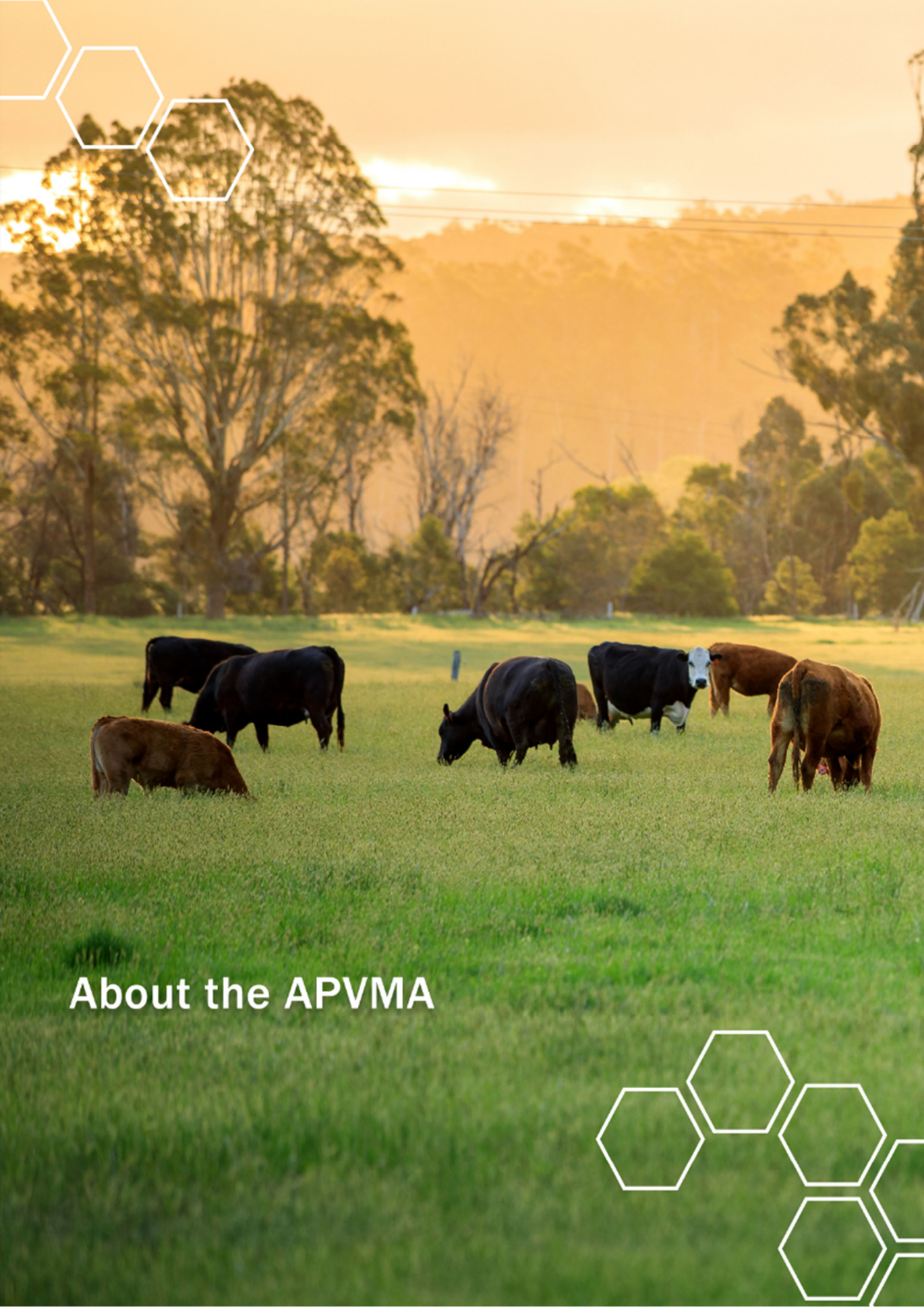
Action

- 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.

