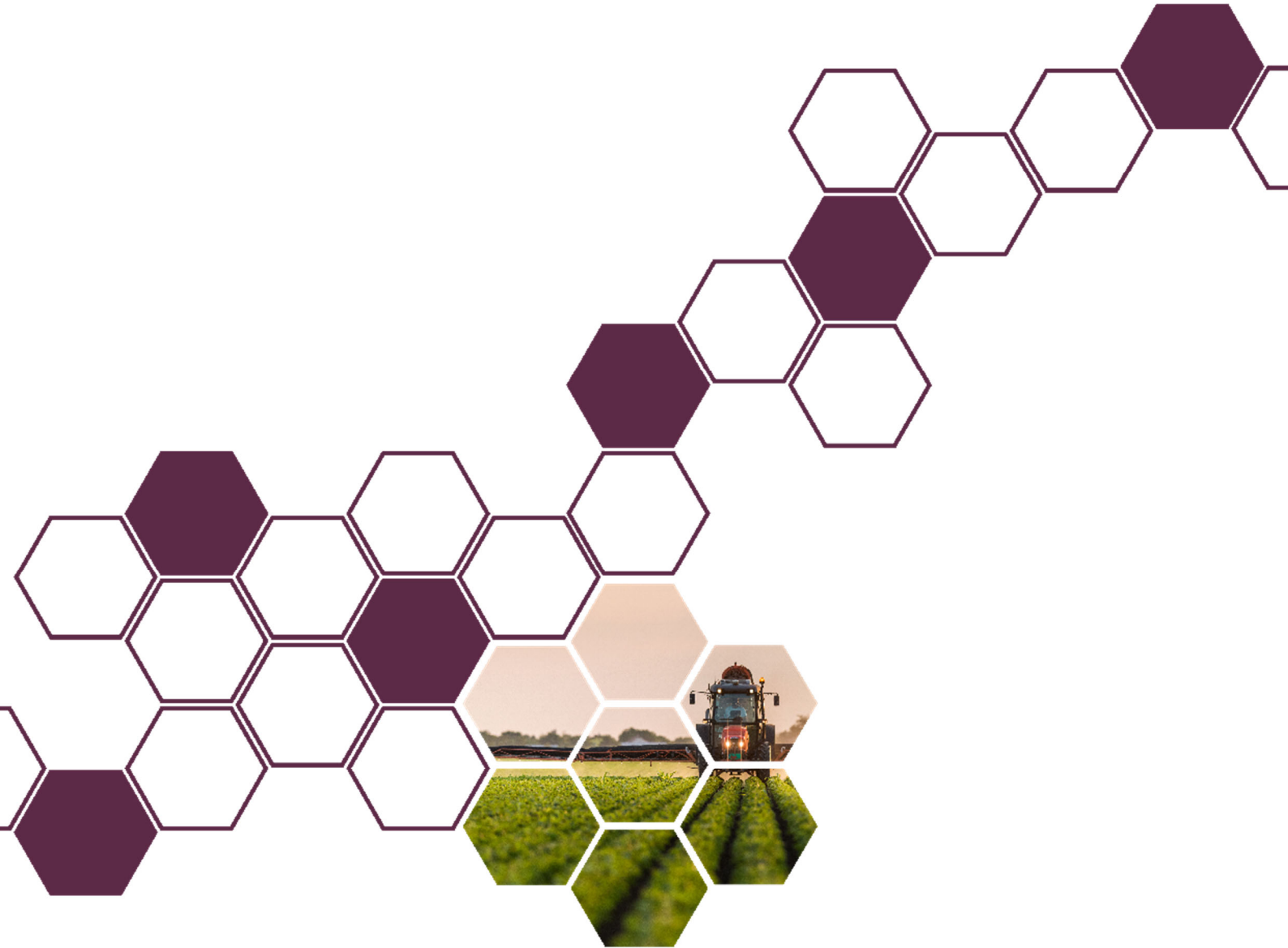




**Australian Government**

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**Australian Pesticides and  
Veterinary Medicines Authority**



**Assistant Director People and Culture**  
**Position number: 11364**  
**EL1**

Candidate information package

May 2023







## The position

<b>Position title</b>	Assistant Director People and Culture
<b>Classification</b>	Executive Level 1
<b>Location</b>	Armidale NSW or Canberra ACT
<b>Job type</b>	Ongoing; Full-time (Non-ongoing and Part-time options may be considered)
<b>Qualifications</b>	Tertiary qualifications in Human Resource Management, or relevant related qualification from a recognised University with extensive relevant experience.
<b>Salary</b>	\$117,630.00 to 132,463.00 (plus 15.4% superannuation), depending on qualifications and experience
<b>Security clearance</b>	Baseline
<b>Citizenship requirements</b>	Australian citizens only

<b>Direct supervisor</b>	Chief People Officer
<b>Program</b>	Business Enabling Services
<b>Section</b>	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.

The Assistant Director People and Culture position is a leadership role responsible for leading and managing a customer focused delivery of operational HR services and providing operational and strategic advice to the Chief People Officer on contemporary best practice HR and strategic design strategies.

The Assistant Director People and Culture is responsible for providing expertise across a range of HR services and will set operational priorities for the People and Culture team to deliver recruitment, payroll, work health and safety, rehabilitation, case management, performance management, industrial and workplace relations matters.

Working closely with the Chief People Officer, the Assistant Director will support the business to:

- Clarify employment conditions under the APVMA Enterprise Agreement and employment legislation relevant to the Australian Public Service.
- Manage and resolve complex workplace issues in full consultation with stakeholders, with discretion, sensitivity and in accordance with established policies and procedures.
- Understand the role and responsibilities of the APVMA and the Australian Public Service operating environment more broadly and how they impact the delivery of the human resources function.

The position occupant will be resilient with high level attention to detail and a comprehensive knowledge of Australian employment practices and trends, and experience in managing a team to meet organisational outcomes. They will have demonstrated experience in workplace relations, payroll, and recruitment in a public

sector environment, and a contemporary understanding of workplace issues and relevant legislation in a public-sector environment.

## Core functions

Key responsibilities may include:

- Provide strategic advice and recommendations on complex staffing matters to senior managers.
- Provide high level advice to managers on human resource policies and procedures, interpretation of industrial instruments (e.g., Enterprise Agreement), work health and safety matters, managing sensitive employee related matters, managing workplace investigations and talent management.
- Management of the Payroll function.
- Develop and coordinate HR initiatives, strategies, policies, work instructions, briefs, and papers.
- Lead a team in the provision of accurate and contemporary operational HR services and advice.
- Oversee APVMA people committees, including staff consultation, Work Health and Safety, and the Workplace Contact Officer network.

## Selection criteria

To be considered for this role you will need:

### Essential:

1. Demonstrated skills and experience managing a diverse range of human resources functions, with people and performance management skills.
2. Extensive understanding and compliance of APS workplace legislation, policies, and frameworks.
3. Proven ability to contribute to the development of HR policies and strategies to support the APVMA goals and initiatives.
4. Highly effective interpersonal skills that foster trust and cooperation, and a proven ability to work effectively and with integrity.
5. Demonstrated experience in the interpretation of industrial instruments, and the provision of complex HR advice and support to key stakeholders (line managers, senior executive, executive leadership team etc).
6. Strong written and verbal communication, with good interpersonal and influencing skills and proven ability in writing and editing high level documentation and reports.
7. Tertiary qualifications in Human Resource Management, or relevant related qualification from a recognised University with extensive relevant experience.

## 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).

For any questions please contact our HR 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.

**Table 1: APVMA selection process approach**

Assistant Director People and Culture – 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	June 2023		June to July 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

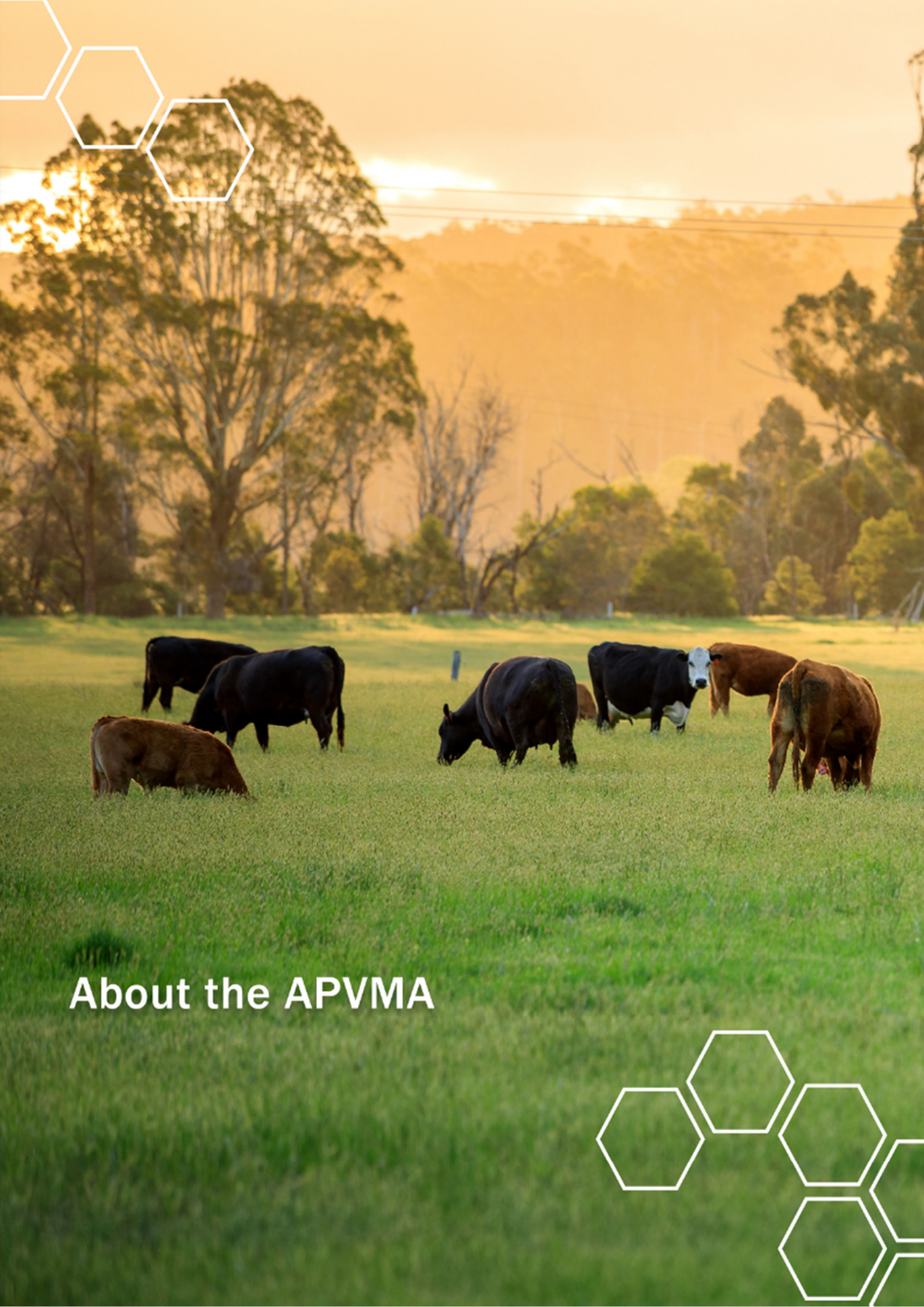
- What were the steps you took to complete the task? This will include allocation of resources, people involved etc.

### 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.

