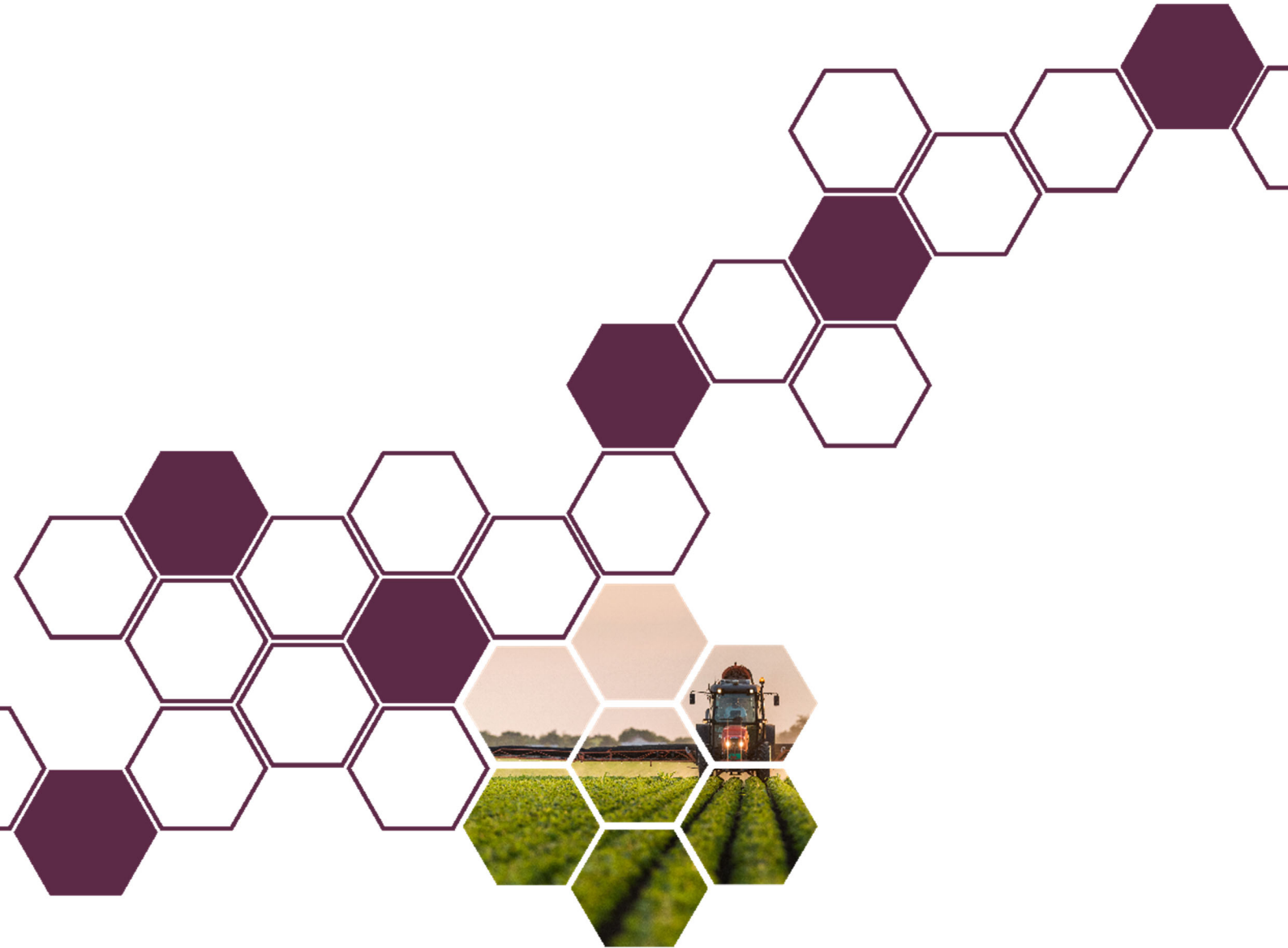




Australian Government

**Australian Pesticides and
Veterinary Medicines Authority**



Assistant Director Reform and Engagement
Position number: 10135
EL1

Candidate information package

February 2023



Position Overview

Position title	Assistant Director Reform and Engagement
Classification	Executive Level 1
Location	Armidale NSW or Canberra ACT
Job type	Ongoing; Full-time (Non-ongoing and Part-time options may be considered)
Qualifications	Tertiary qualifications majoring in science, political science, the arts or related disciplines and/or demonstrated experience in a related role.
Salary	\$ 114,204.00 to 128,605.00 (plus 15.4% superannuation), depending on qualifications and experience
Security clearance	Baseline
Citizenship requirements	Australian citizens only
Direct supervisor	Director Reform and Engagement
Program	Office of the Deputy CEO
Section	Reform and Engagement

Position summary

The Reform and Engagement section works collaboratively with the rest of the agency to deliver high-quality advice in a timely manner, being responsive and ready to implement government reform and identifying opportunities for innovation within our agency.

Reform and Engagement is responsible for providing functions across enquiries, international engagement, reform activities, stakeholder engagement. It coordinates the APVMA's input into policy and legislative reform through the Department of Agriculture, Fisheries and Forestry, manages review of subordinate legislation with the APVMA legal team, and supports the branches in managing operational reforms.

The Assistant Director Reform and Engagement will operate under limited direction as part of the Reform and Engagement section to develop and implement the APVMA's strategic approach to regulatory and operational reform. The role will take a regulatory stewardship approach to contribute to the effective and efficient operation of the national framework for agvet chemical regulation in Australia.

Working in this position, the successful candidate will develop skills in coordination, advocacy, negotiation, policy development, and project governance. You will develop networks within the agency and across the Commonwealth public sector and be positioned to meaningfully influence important policy areas.

Core functions

The Assistant Director Reform and Engagement is responsible for identifying how reforms might impact the APVMA, working with stakeholders to develop reform proposals, offering alternative measures or ideas and developing and providing high quality written material for briefs, correspondence and reports. The Assistant Director Reform and Engagement will identify the key impacts in order to accurately cost and plan for implementation and advocate the APVMA's position in setting, reviewing, and implementing regulatory reform.

Work specific to the current vacancy in the Reform and Engagement Program will involve:

- Analysing and reviewing complex policy issues, identifying emerging issues, developing evidence-based options, and recommending solutions to resolve problems and mitigate risks.
- Working with staff from other areas of the agency to assess agency proposals and draft instruments for compliance with government policy.
- Contributing to expert advice for the senior executive, the Department of Agriculture Water and the Environment, and the Minister.
- Monitoring, evaluating, and reporting on the development and/or implementation of reforms and ensuring the achievement of desired outcomes, including the effectiveness of legislation, policy guidance, and other advice.
- Communicating directly and regularly with external and internal stakeholders at all levels through telephone and email, in meetings, and by giving presentations.
- Consulting with stakeholders to define mutual interests and determine strategies to achieve their realisation.

Selection criteria

To be considered for these roles you will need:

Essential:

- The ability to analyse and understand complex issues and legislation, apply critical thinking to make rational judgements, and present your findings clearly and convincingly.
- Demonstrated experience working within a regulatory framework, and understanding of regulatory best practise.
- Demonstrated ability to set and manage priorities and outcomes across teams through the effective use of project management, monitoring, liaison, and reporting skills.
- Strong stakeholder engagement, influencing and negotiation skills, and the ability to manage divergent opinions and work with staff of all levels.
- Strong written communication skills, including the ability to present technical information and recommendations clearly in documents, intranet posts, minutes, and briefs for a variety of audiences.
- Comprehensive understanding of policy development and implementation.

Desirable:

- Tertiary qualifications, majoring in science, political science, the arts, or related disciplines and/or demonstrated experience in a related role.
- An understanding of, or interest in, the agricultural or veterinary sectors.

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.

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

Assistant Director Reform and Engagement – selection process					
Selection Criteria	Stage 1		Stage 2		
	Relevant work experience	Responses to application questions	Structured interview	Work sample assessment	Psychometric Testing
Criteria 1	Y	Y	Y	Y	Y
Criteria 2	Y	Y	Y		
Criteria 3	Y	Y	Y		
Criteria 4	Y	Y	Y		Y
Criteria 5	Y	Y	Y	Y	Y
Criteria 6	Y	Y	Y		
Timeframe	March 2022		April to May 2022		

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?

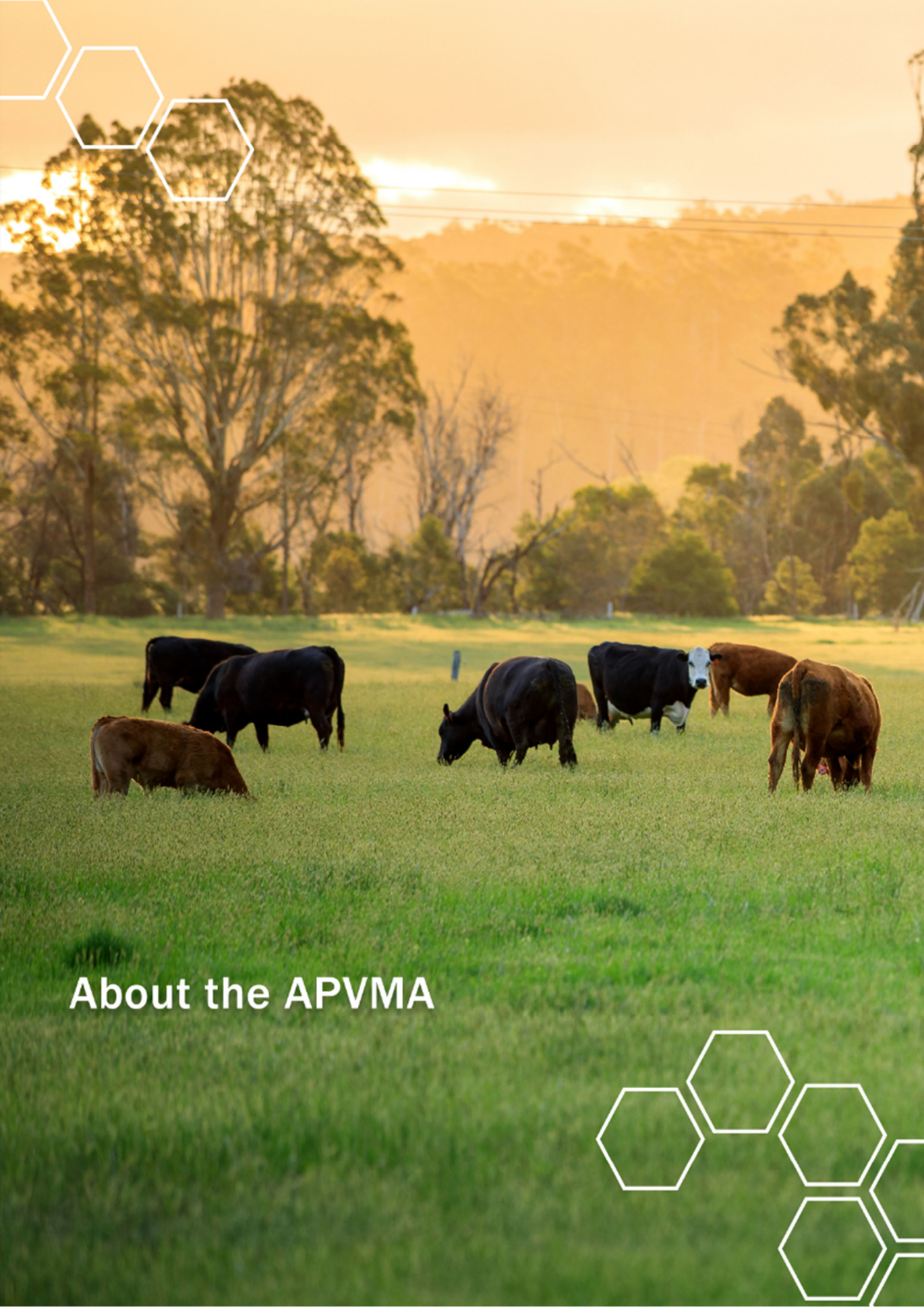
Action

- 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.

