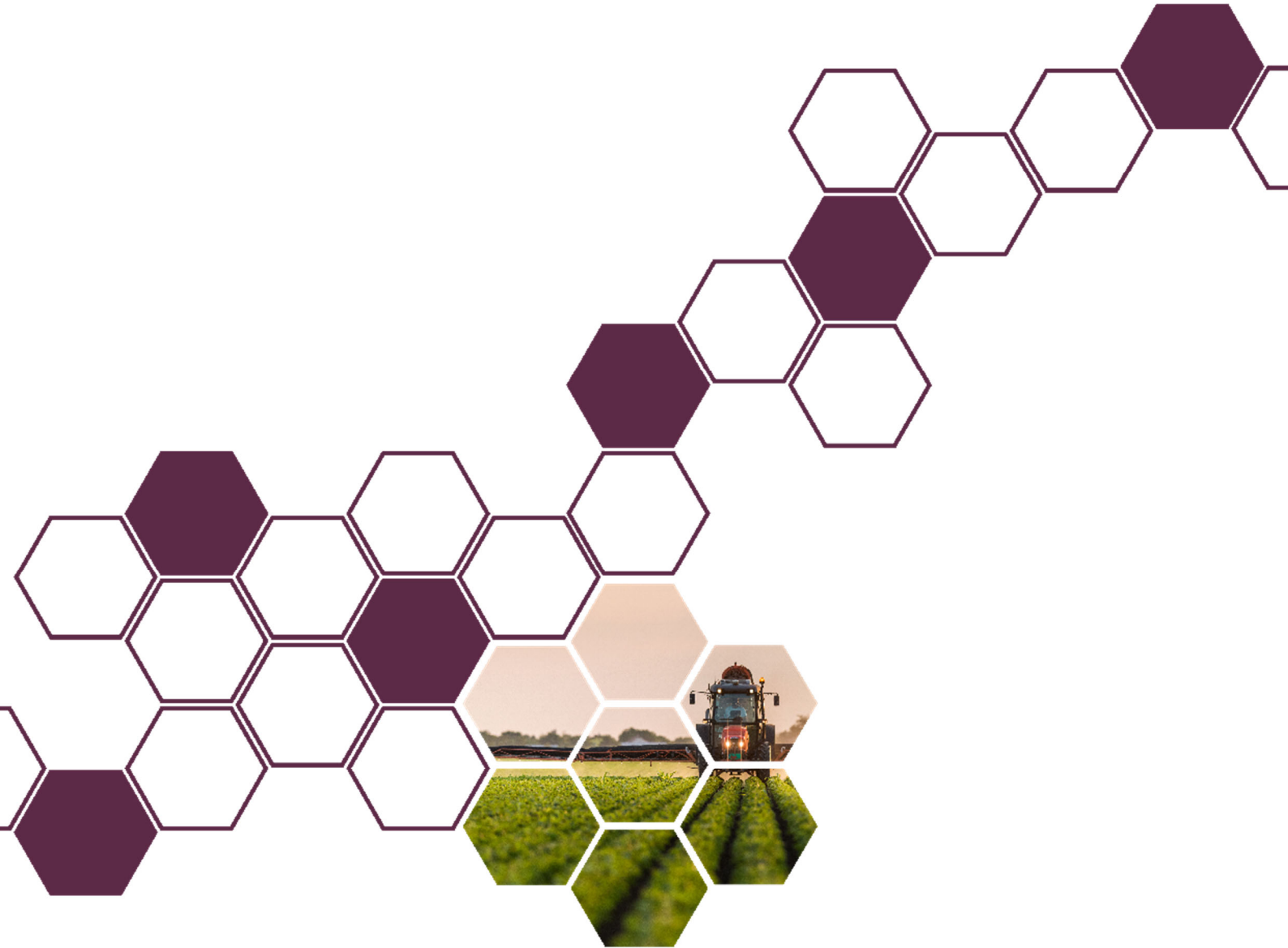




Australian Government

**Australian Pesticides and
Veterinary Medicines Authority**



**Assistant Director Investigations
Position number: 10057
EL 1**

Candidate information package

January 2023



Position Overview

Position title	Assistant Director Investigations
Classification	Executive Level 1
Location	Armidale NSW
Job type	Ongoing; Full-time
Qualifications	Diploma in Government (Investigations) or ability to obtain the Diploma within 12 months of commencement. Demonstrated experience in managing staff within a law enforcement, investigation, or regulatory compliance environment is required.
Security clearance	Negative Vetting 1
Citizenship requirements	Australian citizens only
Direct supervisor	Director Assessment Investigations and Monitoring
Program	Business Enabling Services
Section	Assessment Investigations and Monitoring

Position summary

The APVMA is seeking an experienced investigation manager to perform the role of Assistant Director at the EL1 level in the Assessment, Investigations and Monitoring (AIM) section. The position is accountable under broad direction for performing a range of activities relating to delivering investigative, regulatory compliance, strategic, and coordination measures across the APVMA.

Reporting to the Director AIM, the successful candidate will work within a framework of legislation, established principles, work practices and procedures in accordance with the APVMA's mission and business objectives. They will work independently with complex material, having the authority and discretion to critically evaluate information from diverse sources and explore innovative approaches to support longer-term business objectives.

More information on the remit of AIM can be found on our [website](#).

Core functions

The Assistant Director Investigations will be responsible for:

- Planning investigations within a multidisciplinary team in accordance with APVMA and Australian Government policies, standards, frameworks, and administered legislation
- Managing compliance, investigations, and enforcement activities
- Providing supervision, guidance, and support to investigators to achieve quality investigation outcomes
- Liaising and providing advice to internal and external stakeholders on regulatory matters
- Fulfilling their obligations under work health safety legislation

- Assisting in the management of the section, including staff development, training and support and initiatives across the APVMA.

Selection criteria

In addition to the qualification requirements mentioned above, to be considered for these roles you will need:

Essential:

- Demonstrated experience operating and leading investigation teams under the Australian Government Investigation Standards (AGIS), Regulator Performance Framework and Regulator Performance Guide
- Demonstrated ability to apply work knowledge, precedent and established legislation, policy, procedures, and guidelines to situations involving a high level of complexity and sensitivity
- Highly developed interpersonal skills, including oral and written communication, liaison and negotiation skills and experience assisting peers and developing a team
- Previous experience liaising with internal and external stakeholders to resolve and complete assessments, make referrals, and achieve positive outcomes
- Understanding of intelligence-led methodology using data analysis and compliance intervention design to ensure the integrity of agency processes and information technology systems
- Demonstrated ability to work flexibly and to plan, organise and prioritise a demanding workload, and to communicate priorities within the team

Desirable:

- Experience representing an agency across jurisdictions, including internationally
- Demonstrated experience liaising with regulatory bodies
- Experience using case management systems such as COMtrac, iBase and other IT systems such as Power BI and Microsoft Teams.

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 our approach to filling this position.

Table 1: APVMA selection process approach

Assistant Director Investigations – 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	February to March 2023		March to April 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?

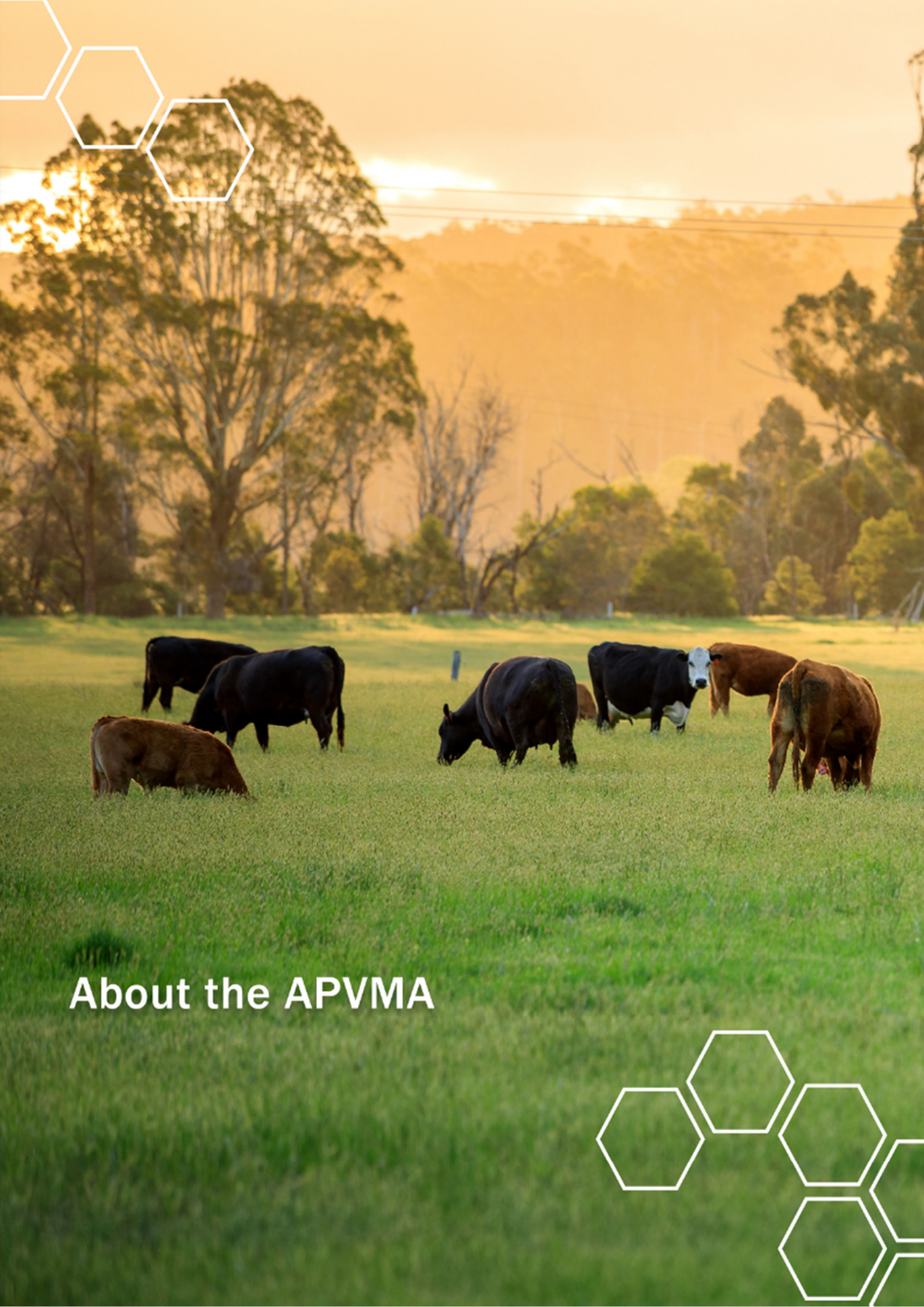
Action

- 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.

