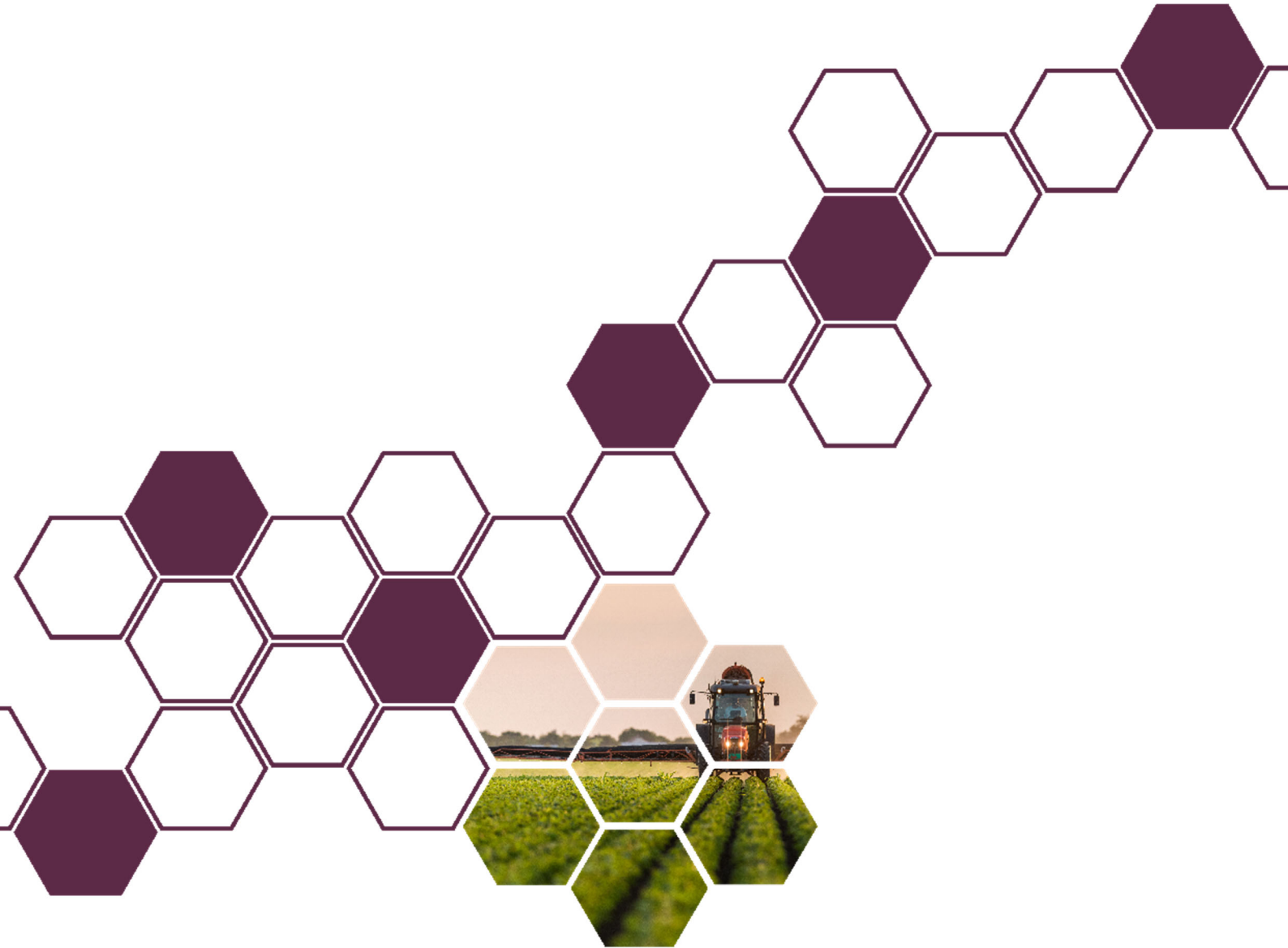




Australian Government

**Australian Pesticides and
Veterinary Medicines Authority**



Senior Governance Officer
Position number: 11342
APS6

Candidate information package
September 2022



The position

Position title	Senior Governance Officer
Classification	Australian Public Service 6
Salary	\$94,381.00 to \$105,360.00, plus 15.4% superannuation
Location	Armidale NSW
Job type	Permanent, Full-time (temporary & part-time options available)
Qualifications	N/A
Citizenship	Applicants must hold Australian Citizenship

Program	Business Enabling Services
Section	People and Governance
Supervisor	Director People and Governance
Security clearance	Baseline

Position summary

The Senior Governance Officer is an exciting opportunity to partner with senior leaders and executive team to manage governance services across the APVMA, with an opportunity to make a positive difference to the work environment.

Reporting to the Director People and Governance, the Senior Governance Officer will work with the business to deliver a range of governance services including enterprise risk management, quality management and project management, in accordance with responsibilities of the People and Governance team. The role requires the ability to operate and produce high quality outcomes in a fast-paced environment with competing priorities.

Working in a small team, the Senior Governance Officer will be expected to undertake work using critical thinking, sound judgement and analytical skills. They will be an active contributor in the operation and ongoing review of risk management, quality management and project management frameworks.

Core functions

- Supporting senior leaders and executives to manage enterprise-level and operational level business risks through the identification, analysis and reporting of the effectiveness of controls to the key organisational risks
- Contribute to building and promotion of a risk-aware culture across the APVMA which includes increasing the levels of awareness, understanding and commitment to risk management issues, facilitating risk workshops as required enabling robust conversations on risk to be held with subject matter experts, and senior leaders
- Develop, monitor and review the APVMA's enterprise risk and compliance framework and corporate enterprise risk management system

- Coordinate management of projects within the agency and contribute to the review and implementation of a 'fit for purpose' project management framework
- Operate with a level of autonomy for leading and managing work initiatives, priorities, tasks and actions
- Coordinate communication and implementation of risk management policies across the agency
- Develop, update and maintain risk and issues registers which will facilitate the management of the program/project risk profile
- Coordinate, monitor, and report on the delivery of a program of works including the ISO9001 Quality Management System audits and certification – the standards of APVMA's quality management system
- Develop internal audit plans and conduct health and safety system conformance audits of the APVMA health and safety management system in line with the international standard that regulates health and safety management systems (ISO 45001:2018 Occupational Health and Safety Management Systems)
- Assist the Assistant Director Corporate Planning and Assistant Director Quality Management with other duties as required

Our ideal candidate

To be considered for this role you will need:

Essential:

1. Experience working in a compliance environment with sound knowledge of governance. *This may include applicable legislation, codes of practice, Australian Standards etc. in relation to enterprise risk management, quality management and project management.*
2. Ability to assist in developing, implementing, and monitoring enterprise risk management and/or quality management systems.
3. Experience applying critical thinking and problem-solving skills in policy development and continuous improvement with the ability to interpret and analyse data, statistics and information.
4. Well-developed written and verbal communication skills, *including the development of reports relating to compliance issues, and presentation of materials in a clear and concise manner.*
5. Ability to quickly acquire and apply knowledge of project management principles, *including building and maintaining positive working relationships with internal and external stakeholders.*
6. Ability to interpret, convey and apply government legislation, particularly the *Public Service Act (1999)* and *PGPA Act (2013)*.

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

Senior Governance 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	October 2022		November 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.

