



Australian Government

**Australian Pesticides and
Veterinary Medicines Authority**



Senior Risk Managers
Position number: Various
APS 6

Candidate information package

May 2022



The position

Position title	Senior Risk Manager
Classification	APS 6
Program	Registration Management
Location	Armidale NSW
Job type	Ongoing, Non-ongoing (temporary); Full-time, Part-time
Qualifications	Appropriate tertiary qualifications in a science related degree or equivalent (see selection criteria).
Salary	\$ 94,381.00 to 105,360.00 (plus 15.4% superannuation), depending on qualifications and experience
Security clearance	Baseline, or ability to maintain

Position summary

The Registration Management program of the APVMA is responsible for the management and evaluation of applications for registration or permit of agricultural and veterinary chemical products.

Working within established legislative and policy frameworks, Senior Risk Managers will apply expertise and technical knowledge within the Registration Management Program to manage/coordinate the workflow of applications to evaluate the safety, efficacy, trade impact and labelling of regulated chemical products within legislative timeframes. In undertaking this role, you will work on applications of varying complexity, be required to liaise and consult with internal and external stakeholders, and take the risks and requirements of public health, work health and safety, animal safety, efficacy, trade risks and environmental safety into consideration.

Core functions

Working collaboratively with APVMA staff, Senior Risk Managers are required to manage the workflow of applications to ensure they are scientifically robust and meet both APVMA and legislative requirements and timeframes. The key responsibilities of the position may include:

- Analysing and evaluating scientific and/or technical information; applying risk assessment and management principles to applications of varying complexity; and provide direction to junior staff;
- Considering scientific advice and the legislative framework to make recommendations to the decision maker on the registration of Agvet chemicals;
- Preparing high quality written documents and correspondence incorporating scientific and technical information for decision makers, applicants and other stakeholders;
- Liaising with internal and external stakeholders to resolve issues in an appropriate and timely manner;
- Building and sustaining positive relationships with team members and stakeholders;
- Ensuring knowledge of, and compliance with, legislative frameworks and agency guidelines;
- Interpreting legislation, guidelines and requirements to make decisions/recommendations and provide advice using sound judgement, expertise and knowledge;

- Adhering to confidential commercial information provisions at all times;
- Maintaining an understanding of the role and responsibilities of the APVMA, including an understanding of the Australian Public Service operating environment more broadly.

Selection criteria

To be considered for these roles you will need:

Essential:

1. Tertiary qualifications in a relevant scientific discipline such as agricultural or horticultural science, toxicology, entomology, weed science, veterinary medicine, pharmacology and therapeutics, zoology, biology, animal science, physiology, product development or chemical regulation; and/or, demonstrated work experience in a relevant field.
2. Knowledge of the regulatory and legislative environment of the APVMA and familiarity with international best practices related to preparing risk assessments for agricultural and veterinary chemicals;
3. Strong analytical and problem-solving skills, with the ability to evaluate and provide pragmatic advice on complex scientific information within a regulatory setting;
4. Ability to contribute to strategic planning for longer-term objectives, identifying learning opportunities and producing quality output;
5. Effective oral and written communication skills, with the ability to communicate clearly and confidently with clients, staff and service providers, ability to develop and support complex relationships with internal and external stakeholders, and to represent the Authority in a variety of forums; and

Desirable:

- Relevant work experience in the Australian Public Service;
- Applicants with relevant experience, gained in the public or private sector, in biotechnology, microbiology, plant pathology, entomology, toxicology, weed science, veterinary medicine, pharmacology and therapeutics, animal science, physiology, zoology, biology, product development or chemical regulation (or other relevant discipline).

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 Risk Manager – selection process				
Selection Criteria	Stage 1		Stage 2	
	Relevant work experience	Responses to application questions	Work sample assessment	Structured interview
Criteria 1	Y	Y		
Criteria 2	Y	Y		Y
Criteria 3	Y	Y		Y
Criteria 4	Y	Y		
Criteria 5	Y	Y		Y
Criteria 6	Y	Y		Y
Timeframe	May to June 2022		June 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.

