



Australian Government

**Australian Pesticides and
Veterinary Medicines Authority**



Media and Engagement Officer

Position number: 10136

APS 6

Candidate information package

MARCH 2020

OUR PURPOSE

We provide a regulatory service for the supply of safe and effective agricultural and veterinary (agvet) chemicals in Australia.

Our vision

To be a world leader in agvet chemical regulation, that uses the best science and attracts strong investment to register safe products that advance Australia's agricultural productivity and animal health.

Our mission

We place our clients at the centre of our business, invest in our people and embrace technology to define how we regulate—ensuring our decisions are risk-based and transparent.

Our values

As a public service agency we are impartial, committed to service, accountable, respectful and ethical. To ensure we maintain a regulatory service delivered in line with legislative requirements and matching client expectations of a modern regulator, we adopt and promote the following cultural traits which are critical to our success.

We will:

- display resilience
- pursue excellence
- be collaborative
- engage with risk.

ABOUT US

The Australian Pesticides and Veterinary Medicines Authority (APVMA) provides regulatory services for the supply of safe and effective agricultural and veterinary (agvet) chemicals in Australia.

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.

Our work is client-focused, scientific and collaborative. Importantly, our decisions protect human and animal health, the environment, facilitate trade and contribute to Australia's agricultural productivity.

We are a dedicated team of professionals with expertise in a range of functions. We are committed to attracting and retaining staff with the right capabilities and technical skills to ensure the APVMA delivers on its purpose as defined in our Corporate and Operational Plan. We are committed to diversity and value individual differences. We promote fairness, equity, flexibility, respect and a safe and rewarding workplace.

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.

Based in either our Armidale NSW or Canberra ACT office, the APVMA offers exciting opportunities for a challenging career where you can apply your scientific expertise for the benefit of all Australians. You will play an important role in assessing the safety and effectiveness of vital crop protection and animal health products, and work as part of a broader team that delivers efficient regulatory services to support Australia's agvet chemical industry and Australian agriculture.

BENEFITS OF WORKING WITH THE APVMA

As an employee of the APVMA you will be able to use your qualifications, skills and experience to assist us to achieve our purpose.

To assist you to understand the operating environment you will be working in, you will receive induction training and ongoing professional development.

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 2017–2020](#).

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 (as the person conducting a business or undertaking) 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.

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 and weigh up 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 that 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.

All applications are submitted online through the [APVMA Careers website](#).

Where the APVMA is considering employing a current or former employee of another APS agency and where concerns have been raised about the applicant's conduct from information provided during the selection process, the Agency may seek information about suspected or determined misconduct and Code of Conduct processes from, and disclosure by, the person's current or former agency.

WRITING TIPS

When writing your application you should, where you are able to, 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 involve 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 the [Cracking the Code](#) publication located on the [Australian Public Service Commission](#) website.

FURTHER INFORMATION

Further information about [the roles and responsibilities of APVMA](#) is available on our website.

Thank you for your interest in working with the Australian Pesticides and Veterinary Medicines Authority.

THE POSITION

Position title	Media and Engagement Officer
Classification	APS 6
Program	Corporate Services
Location	Armidale, NSW
Job type	Ongoing, Non-ongoing (Temporary), Full-time, Part-time
Qualifications	Tertiary qualifications in media, communications or a related discipline, or five years' experience in a similar role.
Salary	\$88,937.00 to \$99,283.00 plus 15.4% superannuation depending on qualifications & experience.
Security clearance	Baseline

POSITION SUMMARY

The APVMA is looking to fill an APS 6 level position within Corporate Services. The position is accountable under broad direction for the APVMA's media and stakeholder engagement activities. The successful candidate will operate within a framework of legislation, established principles, and work practices and procedures in accordance with the APVMA's mission and business objectives.

The Media and Engagement Officer will:

- Plan, develop and implement the communications and media strategy;
- Deliver on the APVMA's stakeholder engagement commitments, including providing secretariat support to stakeholder engagement forums;
- Develop communications materials for external channels;
- Drive a proactive and reactive media plan and ensure all material complies with the APVMA's standards and policies;
- Prepare feature articles, speeches, briefing materials and reports;
- Develop public relations and engagement plans for programs and projects;
- Identify new research and reports of relevance to key media or stakeholders; and
- Provide support through other administrative duties to support the Director Corporate Services.

SELECTION CRITERIA

To be considered for this role you will need to address the selection criteria as follows:

Pre-requisites:

- Ability to obtain and maintain a Baseline security clearance.

Essential:

- Demonstrated experience planning, developing and implementing communications and media strategies;
- Exceptional writing skills and the ability to adjust your style to suit the relevant audience;
- Demonstrated high-level communication skills and the ability to work flexibly with minimal supervision;
- An ability to work collaboratively and manage relationships with a broad cross-section of people;
- Demonstrated leadership skills and an ability to thrive under pressure; and
- Willingness to abide by the APS Values, Code of Conduct and Employment Principles, and a demonstrated commitment to applying the principles and practices of WHS, equity and diversity in the workplace.

Desirable:

- Relevant work experience in the APS.

YOUR APPLICATION

Please submit a résumé and a statement of claims of up to 750 words that demonstrates why we should consider you for this position.

It is in your interests to present your application in a way that demonstrates significant outcomes associated with the selection criteria contained within this document. (Refer to 'Writing tips').

All applications are submitted online through the [APVMA Careers website](https://apvma.gov.au/join-our-team): apvma.gov.au/join-our-team.

For any questions please contact the APVMA via +61 2 6770 2350 or hr@apvma.gov.au.