Australian Government

Australian Pesticides and Veterinary Medicines Authority

Senior Evaluator
Position number: 01129
EL1

Candidate information package

June 2022

The position

Position title	Senior Evaluator
Classification	Executive Level 1
Program	Risk Assessment Capability
Section	Environment
Location	Armidale NSW or Canberra ACT
Job type	Ongoing, Non-ongoing (temporary); Full-time, Part-time
Qualifications	Appropriate tertiary qualifications in chemistry, environmental toxicology, agricultural or animal science or any related biological sciences are essential. Postgraduate qualifications in any of these disciplines are desirable.
Salary	$ 114,204.00 to 128,605.00 (plus 15.4% superannuation), depending on qualifications and experience
Security clearance	Baseline

Position summary

The Risk Assessment Capability (RAC) Program of the APVMA works closely with internal stakeholders and external service providers and is responsible for the assessment of the environmental safety aspects of applications for the approval of chemical substances, registration of chemical products, approval of permits to use a chemical for a specific purpose, or the review of an existing chemical product and its uses.

As part of the RAC program, the Environment Team focuses on:

- Managing all aspects of the environmental assessment of Agvet chemicals including the evaluation of data and risk assessments.
- Providing expert advice to other areas of the APVMA and external stakeholders on matters affecting environmental safety matters of Agvet chemicals.
- Establishing technical policies associated with the environmental assessment of Agvet chemicals.

Under broad guidance, the Senior Evaluator will be responsible for providing advice in relation to environmental safety assessments.

The Senior Evaluator will provide expert assistance to team managers across the APVMA through the conduct, peer review and quality checks of environmental assessments, as well as providing pre-application assistance to prospective registrants and expert technical assistance to staff, as required.

Core functions

The Senior Evaluator may be required to:

- Provide high level technical advice on the assessment of environmental matters relating to the regulation of agricultural chemicals, veterinary medicines and other chemicals.
- Assist in the development and implementation of strategies, operational policies, priorities and work practices for the Risk Assessment Capability program to achieve results in line with APVMA operational goals.
- Identify the appropriate scope and regulatory strategy for risk assessments to be undertaken in accordance with the legislation, APVMA principles of regulatory science quality and relevant international best practices.
- Assist in making regulatory decisions in accordance with the legislation and delegations.
- Assist in developing the technical capacity within the evaluation teams to build a greater understanding of environmental assessments.
- Use project management and implement efficient workflow and related practices with a focus on continuous process improvement.
- Prepare high level written material incorporating scientific/technical considerations into briefs to decision makers, ministerial correspondence and other corporate documents as required.
- Undertake special projects related to environmental safety under the direction of the Director or Executive Director.
- Coach, mentor and guide team members in day-to-day work activities, and undertaking peer-review activities to ensure the quality of outputs by the Section.

Selection criteria

To be considered for these roles you will need:

Essential:

1. Appropriate tertiary qualifications in: chemistry, environmental toxicology, agricultural or animal science or any related biological sciences.
2. A comprehensive knowledge of the regulatory framework in which the APVMA operates in the assessment and approval of agricultural and veterinary chemicals and knowledge and/or experience of the use of chemicals within the context of current agricultural and veterinary practices in Australia;
3. Highly developed analytical and problem-solving skills, with the ability to evaluate, provide pragmatic advice and make decisions on complex information, with demonstrated experience in the conduct of risk assessment particularly relating to environmental safety of agvet chemicals, in a regulatory setting consisting of data-rich and data-poor environments;
4. Demonstrated high level communication skills, including the ability to prepare documents and reports, ability to communicate clearly and confidently with clients, staff and service providers to establish and maintain internal and external networks, and to represent the APVMA in a variety of forums;
5. Demonstrated experience in building and sustaining relationships with key internal and external stakeholders, including promoting collaboration and information sharing;
6. Demonstrated ability in managing and establishing team priorities and outcomes, through the effective use of project management skills, showing initiative in identifying learning opportunities, prioritising workloads, and delegating tasks as appropriate to deliver high quality outcomes in a timely manner

Desirable:

- Postgraduate qualifications in chemistry, environmental toxicology, agricultural or animal science or any related biological sciences.

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 our approach to filling this position.

Table 1: APVMA selection process approach

Evaluator – 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	Y
Criteria 3	Y	Y		Y	Y
Criteria 4	Y	Y		Y	Y
Criteria 5	Y	Y			Y
Criteria 6	Y	Y			Y
Timeframe	July 2022		August 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.