



Regulatory Policy Officer

Job Reference	2024/3545
Classification	APS 5 - \$81,690 - \$89,615
Division	Exports & Veterinary Services
Branch	Meat Exports
Section	Various
Location	Canberra, ACT - Agriculture House 70 Northbourne Avenue Canberra ACT 2601
Employment Status	Ongoing (permanent)
Hours	Full Time or Part Time
Security Clearance	Baseline Vetting

Why YOU are important to us and what impact will you have on Exports and Veterinary Services Division & the department's goal.

Australia exports over \$16 billion worth of meat products annually to over 100 countries. In this role, you'll directly contribute to supporting this vital industry and Australia's economic growth. Our Exports and Veterinary Services Division ensures Australian meat products meet global standards, helping maintain and expand market access. We regulate, inspect, and certify meat exports for compliance with Australian and importing country requirements.

This is where you play an important role. You'll be key in maintaining our national meat inspection and certification services, ensuring high standards across the supply chain. Whether it's regulating export licences or overseeing meat processing facilities, your work will ensure Australian meat exports continue to thrive in global markets.

What You'll Do

Regulatory Expertise: Understand and apply meat export regulations to provide advice to stakeholders.

Application Processing: Review and assess export applications, ensuring they align with our regulatory frameworks.

Stakeholder Engagement: Build relationships with internal and external stakeholders to support policy and operational goals.

Communication Management: Oversee various communication channels, including phone calls and multiple email inboxes.

Administration & Coordination: Provide administrative and secretariat support for projects and key

meetings, ensuring to keep operations and stakeholder engagement on track.

Research & Analysis: Conduct research and data analysis to inform policy decisions and support evidence-based regulations.

Document Preparation: Create and review essential documents, including briefs, reports, presentations and instructional material to support decision-making and policy implementation.

Project Support: Assist in delivering key projects, ensuring they align with our regulatory and operational objectives.

What we are looking for

The ideal candidate will be able to demonstrate

- Strong verbal and written communication skills in a corporate or government role
- Experience in researching and analysing data to make decisions and recommendations
- Ability to understand, interpret and apply relevant legislation and guidelines
- Builds good relationships and consults effectively with others
- Can work independently or as part of a team to meet deadlines
- Initiative and has a desire for self-development and learning
- Strong attention to detail and organisation skills
- Experience in managing and prioritising multiple duties to deliver work under tight timeframes.

The following experience is highly desirable for the role:

- Experience in the public service supporting policy and regulation, or in a program administration role.
- An understanding or qualifications and experience related to government policy, regulation, food safety, or animal production systems.

Eligibility

Essential

- You must be an Australian citizen.
- Baseline Vetting security clearance, or the ability to obtain and maintain clearance at this level.

Desirable

A tertiary education relevant to science, food safety, international relations, government policy or a related field is desirable.

Pre-employment Check - Your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months.

How to apply

Submit your current resume and a Statement of Claims **(500 words max)** that tells us why you would be suitable to the position and provides examples of the skills and experience listed above.

If shortlisted, applicants may be asked to undertake a written exercise and attend an interview to provide further examples against these key areas/points to demonstrate their ability to perform the duties of the position.

The Australian Public Service Commission has produced an excellent guide to applying for jobs in the Australian Public Service. You can access this information at APSCs Cracking the Code

Work Health and Safety Obligations

All workers (APS1-Secretary) have a duty to take reasonable care for their own health and safety whilst at work, to ensure their acts or omissions do not adversely affect the health and safety of other persons and to comply with any reasonable instruction given to comply with the Work Health and Safety legislation.

All supervisors and managers (APS5-EL1) play a significant role by modelling safe work behaviours and clearly setting the standard for acceptable behaviour in the workplace. Supervisors and managers play a critical role in supporting 'Officers' to exercise due diligence and in consulting with duty holders.

An Officer (EL2-Secretary) makes and participates in making decisions that affect the whole or a substantial part of the department. Employees at the SES Band 2 and above classification are considered to be Officers under the Work Health and Safety Act 2011 (Cth) with all EL 2 and above required to complete officer due diligence training. Officers have a duty to be proactive and continuously ensure that the department complies with relevant duties and obligations.

RecruitAbility

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information see <https://www.apsc.gov.au/recruitability>.

Right to Disconnect

The Fair Work Legislation Amendment (Closing Loophole No. 2) Act 2024 provides an enforceable workplace right for an employee to refuse contact or attempted contact from an employer or third party, outside of their working hours, unless the refusal is unreasonable. For further information please review the Right to Disconnect in the Public Sector guidance from the APSC

Contact

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Closing Date

Applications close: 11:00 pm (AEST) on Sunday 15th of September.