



Manager

Job Reference	2025/715
Classification	APS 6 - \$95,438 - \$108,360
Division	Exports & Veterinary Services
Branch	Veterinary & Export Meat
Section	Strategy & Governance
Location	Various locations – Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Melbourne VIC, Sydney NSW, Perth WA,
Employment Status	Both Ongoing (permanent) and Non-Ongoing (temporary)
Hours	Full Time or Part Time
Security Clearance	Baseline Vetting

Who we are

Exports and Veterinary Services Division, this is who we are:

- We are people of diverse skills and backgrounds, forming a critical part of Australia's agricultural trade regulation.
- We safeguard Australia's animal health status to maintain overseas markets and protect the economy and environment from the impact of exotic diseases through regulatory inspection and certification.
- We provide a flexible, stable and rewarding workplace where cooperation and communication are at the forefront of everything we do.
- We are an inclusive, respectful workplace with a culture that encourages connections with colleagues and work-life balance.

At the divisional level, we regulate the export of animal products and import of food products through the delivery of inspection and certification services including those related to live animal operations for both import and export.

At the branch level we undertake regulatory functions by providing inspection and certification for the export of meat, meat products and the import and export of live animals and reproductive material to meet importing country requirements and Australian legislative requirements.

The Strategy and Governance Team:

- Provides operational regulatory support across the branch.
- Develops and coordinates governance and reporting, technical training, workforce management, and organisational requests.
- Monitors and advises on branch performance to ensure consistent service delivery including performance reporting, financial management, workforce and workload management, training, and liaises with corporate services.

The Job

The main duties of the position will include, but are not limited to:

- **Team Leadership:** Supervise and manage a professional team, including Team Leaders, to ensure high standards of service delivery.
- **Stakeholder Engagement:** Collaborate with internal and external stakeholders to address challenges and achieve positive outcomes.
- **Policy and Guidelines Development:** Prepare and review procedural or technical manuals and guidelines.
- **Financial Compliance:** Ensure strong financial compliance and reporting practices.
- **Service Continuity:** Oversee and maintain seamless service delivery across the administration team.
- **Capability Building:** Coach team members, provide performance feedback, resolve conflicts, and support career development.
- **Independent Decision-Making:** Work autonomously under broad direction to resolve issues and deliver quality outcomes.
- **Administrative Oversight:** Lead the team in delivering administrative support within agreed timeframes.
- **Governance and Reporting:** Assist with governance assurance, reporting, and the development of project plans for key deliverables.

Please note: This process will be used initially to fill vacancies in QLD and VIC. These roles may be able to be performed, subject to negotiation, from any location in the respective state.

What we are looking for

Knowledge and experience

- **Customer Service:** Proven experience in a service-focused role with strong stakeholder management in a regulatory environment.
- **Remote Teams:** Experience managing and supporting remote teams in complex environments.
- **Governance Knowledge:** Understanding or ability to quickly learn corporate governance processes.
- **Regulatory Operations:** Familiarity with service delivery in a regulatory setting.
- **Legislative Compliance:** Knowledge of legislative frameworks, government decision-making, and regulation.

Skills and capabilities

- **Leadership:** Strong leadership and management skills with the ability to prioritize and coordinate tasks effectively.
- **People Management:** Ability to lead, develop, and build high-performing, cohesive teams.
- **Teamwork:** Collaborative team player who fosters a positive, dynamic, and flexible team environment.
- **Communication:** Excellent written and verbal communication skills.
- **Adaptability:** Resilient and adaptable to change, maintaining composure under pressure.
- **Stakeholder Relationships:** Ability to build and maintain strong stakeholder relationships.
- **Problem-Solving:** Strategic thinker with sound analytical skills and innovative solutions for complex issues.

- Judgment and Performance: Exercise sound judgment, set priorities, and ensure high-quality work under minimal supervision.
- Results-Driven: Self-motivated with integrity, drive, and a focus on achieving outcomes.

Eligibility and other requirements

Citizenship - To be eligible for employment with the Department of Agriculture, Fisheries and Forestry you must be an Australian citizen.

Security Clearance - This position requires a Baseline Vetting security clearance. You will be required to obtain and maintain a clearance at this level.

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.

MSIC and ASIC Licences – If the position requires unescorted access within an aviation or maritime security zone, you will be required to obtain and maintain an Aviation Security Identification Card (ASIC) or Maritime Security Identification Card (MSIC).

The successful applicant must:

- Hold and maintain a valid Australian motor vehicle drivers licence.

Statement of claims

Applicants are required to submit a statement of claims (**750 words maximum**) outlining why you are interested in this position and why you believe that you have the skills, capabilities, knowledge and experience to be considered for this role. Please provide examples which demonstrate your ability to perform the duties of the position.

The key areas, or points, listed above describe the particular skills, capabilities, knowledge, and experience and where applicable the qualifications required to achieve the desired outcomes for the role and your statement of claims against these is an essential part of the shortlisting process. If shortlisted, applicants may be asked to attend an interview to provide further examples against these key areas/points to demonstrate their ability to perform the duties of the position.

Applicants must demonstrate the ways in which they will be of value to the job and the organisation. You must make sure that you adequately address each key area or point and cite evidence of your suitability. Do not simply state that you meet the requirements - it is essential that you provide examples from your current or past role(s) which demonstrate how you meet each of the key areas or points. You should focus on how your experience, achievements and capabilities will enable you to successfully undertake the responsibilities of the role(s).

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 (AEDT) on Wednesday 2nd April 2025