



Careers with the APVMA

As an applicant, it would be to your advantage to spend some time researching our organisation and planning your responses to the Selection Criteria before submitting your application.

We recommend that you:

- read this document before applying for any advertised vacancies;
- carefully read the Selection Criteria; and
- ring the Contact Officer to discuss the particulars of the position, the proposed selection process, the work environment and any other matters that might be of interest to you.

Having done the above, you will be able to determine whether you could satisfy each of the selection criteria of the position and if the Australian Pesticides and Veterinary Medicines Authority is the type of place in which you would like to work.

Pay and Conditions

APVMA SALARY RATES

APS 2 to EL2

	Minimum pay point						
APS 2 (Adult)	38022	39375	40729	42082	43435		
APS 3	45211	46550	48044	50431	52448		
APS 4	52818	54609	56399				
APS 5	58187	59981	62963	64836			
APS 6	63710	65948	68187	70423	72663	74900	76119
EL1	77140	79825	82509	85045	87732	90363	92913
EL2	93699	96832	99818	102951	108173	111088	

Generally, employment terms will be in accordance with the APVMA Collective Agreement.

The following table provides details of the pay points available within the classifications. New employees will begin at the minimum pay point within their classification unless justification is provided to take into consideration their skills, qualification and experience.

NB: In accordance with the APVMA Collective Agreement 2008-2011, a further 4% salary increase will be payable on the first pay period each year from 2009 to 2011.

CONDITIONS OF SERVICE

Leave:

A generous package is available comprising:

- Annual Leave (annual leave accrues at the rate of 20 days for each full year worked – it may be accessed as it accrues)
- Cashing out of Annual Leave provision
- Half-Pay Annual Leave (may choose to take annual leave at half-pay)
- Purchased Annual Leave (option of purchasing up to an additional six weeks leave per year)
- Personal Leave (annual credit of 20 days)
- Compassionate Leave (up to two days on each permissible occasion)
- Parental Leave
- Miscellaneous Leave
- Leave Without Pay
- Maternity Leave (14 weeks paid maternity leave (half-pay option available - payment of 14 weeks can be spread over a period of 28 weeks))
- Long Service Leave (after a qualifying period of 10 years, a credit of three calendar months long service leave is received and may be taken at half pay)

Flexible Working Arrangements:

The APVMA is committed to providing flexibility in working arrangements to assist employees balance their personal and work commitments. These flexibilities include:

- Access to the Flextime Scheme for APS1-6 employees within a 7am - 7pm bandwidth
- Time-off in lieu for Executive Level employees
- Christmas closedown during the Christmas and New Year period.
- Access to working from home and part time work arrangements in some positions.

Flexible Salary Packaging:

Flexible salary packaging arrangements are available to all employees.

Performance Management Scheme:

This scheme encourages discussion and feedback between employees and their supervisors based on a clear statement of job goals and performance expectations. All staff will be expected to participate in the Individual Performance and Development (IPAD) scheme.

Annual pay rises for staff are linked to work performance through the APVMA Performance Management Scheme.

Recognition and Reward Scheme:

The APVMA Recognition and Reward Scheme exists to recognise exceptional one-off achievement by teams or individuals, and rewards may take various forms (financial or non-financial).

Other benefits:

- Consultation - the APVMA is committed to communicating and consulting with its employees about significant issues through the Staff Consultative Committee.
- Valuing Diversity - the APVMA is committed to the principles of fairness, equity and diversity in employment. Access is provided to trained Workplace Diversity Contact Officers.
- Health and Recreation – the APVMA is committed to the promotion of benefits of healthy lifestyles and activities and has an excellent Health and Recreation program. Staff also have access to our onsite gym facilities.
- Employee Assistance - employees have access to free and confidential counselling assistance to help them resolve personal and/or work-related problems.
- Learning and Development - the APVMA is committed to providing opportunities for all employees to enhance their skills and qualifications. A generous training budget is allocated to ensure staff are fully trained to enable the best performance.
- Support is also available for employees to undertake external study in agreed areas through our Study Encouragement Scheme.

CONDITIONS OF ENGAGEMENT

There are a number of prerequisites to employment within the Australian Pesticides and Veterinary Medicines Authority. A person is not eligible for engagement unless they meet the following conditions:

Probation:

All new ongoing APVMA employees who are not already ongoing employees within the APS, are required to serve a period of six months probation. The probationary period enables a manager to assess a probationer's suitability for employment in regards to conduct and work performance, while at the same time allowing new employees an opportunity to decide whether the organisation is right for them.

Citizenship:

Australian citizenship is a requirement for all ongoing and non-ongoing employment in the APVMA. However, it should be noted if you are not an Australian Citizen, you may still apply. The CEO has delegation to waive the citizenship requirement where applicants have sought after skills, qualifications and experience that is considered essential for our organisation.

Formal qualifications:

Formal qualifications are required to undertake some duties and are specified in the selection documentation where applicable. Qualifications will usually be verified.

Security and character clearance:

Police records, employment history and employment references will usually be checked prior to engagement. Where required for particular duties, employees' security status will also be checked.

Health clearances:

New ongoing employees will undergo a medical examination by a nominated medical practitioner to assess whether their health and physical fitness is of an appropriate standard in order to undertake their duties. Where the probationer's health and physical fitness is not of a satisfactory standard, their:

- probationary period may be extended and a review conducted of the employee's health and physical fitness during that period; or
- engagement may be terminated.

For further information regarding conditions at the APVMA, please refer to our current **APVMA Collective Agreement**

Applying for a position in the APVMA

After reading the relevant documents and the conditions of employment, you should now know if you can satisfy each of the selection criteria of the position and if the Australian Pesticides and Veterinary Medicines Authority is the type of place that you would like to work. If you require any additional information, please call the Human Resource team.

YOUR APPLICATION

Your application should consist of four parts:

The Personal Particulars Form

Please complete the [Personal Particulars Form](#) and attach it to the front of your application. Personal information provided is protected by the *Privacy Act 1988*. Information provided will be used for recruitment purposes only.

Your Cover Letter

A short covering letter, outlining your background and experience and how this might be relevant to the particular position.

Your Resume (or Curriculum Vitae)

A resume or curriculum vitae is a summary of your personal employment history. Essentially it is a marketing tool; its primary purpose is to inform us of your suitability for a position. It should provide all the relevant information about your education background, employment experience, achievements, abilities and interests.

It is recommended that you keep your resume updated at all times as it makes it easier for you to concentrate on the application for the position itself.

Generally, your resume should include your personal details, such as your name, address and contact telephone numbers and email addresses. It should also include current and previous occupations or positions you've had, outlining the role for each position. Your resume should also include educational qualifications, and any current study in which you might be engaged. Non-employment experience or memberships that are relevant to the position may also be included.

The Selection Criteria – Statement of Claims

Your responses to the Selection Criteria provide the basis for short-listing and for further consideration of your application. It is important that in your application you address each selection criterion thoroughly and succinctly and only include information that is relevant to the position. Under each criterion you should outline your relevant skills and abilities and give examples of your work performance, qualifications and other relevant experience.

The Application Checklist

Before submitting your application, you should ensure that you have provided the following:

- A completed Personal Particulars Form, including referee contact details
- Your resume outlining your work history, relevant qualifications and training
- Your statement of claims against each selection criterion
- A completed Personal Particulars Form, including referee contact details
- A referees report (only where requested)

Lodging your Application

Your full application must be submitted by the specified closing date. You can submit your application via email: recruitment@apvma.gov.au or fax: 02 6210 4875 or send it in the post to:

Personnel Officer
Human Resources
APVMA
PO Box 6182
KINGSTON ACT 2604

Please note that receipt of your application will not be acknowledged. You should ensure that your application is received by the due date. The Selection Panel may not accept late applications.
