



## Candidate Information Pack

<b>Reference:</b>	EXT-2026-0007
<b>Classification:</b>	Statutory Appointment
<b>Job Title:</b>	Member / Chairperson
<b>Opportunity Type:</b>	Up to five-year appointment (eligible for reappointment)
<b>Branch/Division:</b>	Repatriation Medical Authority
<b>Location:</b>	All locations will be considered
<b>Closing Date:</b>	Thursday 26 February 2026 (11:30pm AEDT)
<b>Contact Officer:</b>	DVA.Statutory.Appointments@dva.gov.au

### ABOUT US

The Veterans' Affairs portfolio is responsible for Repatriation income support, compensation and health programmes for veterans, members of the Defence Force and certain mariners and their dependants. This responsibility is administered by the Minister under the *Veterans' Entitlements Act 1986* (VEA) and the *Military Rehabilitation and Compensation Act 2004* (MRCA).

The Repatriation Medical Authority (Authority) is a statutory corporation, established under Part XIA of the VEA in 1994. The main function of the Authority is to determine SOPs for the purposes of this Act and the MRCA.

The Authority plays no role in determining or considering individual claims. That role is performed by other legislative bodies, the Repatriation Commission (claims under the VEA) and the Military Rehabilitation Commission (claims under the MRCA).

The decisions of the RMA are capable of being reviewed by an independent body, the Specialist Medical Review Council (SMRC).

### OUR OPPORTUNITY

The Authority comprises a Chairperson and four other part-time Members, and they are supported by administrative and research staff necessary to assist the Authority to undertake its statutory responsibilities. Members must be registered medical practitioners or medical scientists with at least ten years' experience. At least one member must have at least five years' experience in the field of epidemiology.

Members (including the Chairperson) are appointed by the Minister on a part-time basis for terms of up to five years and are eligible to be reappointed.



The Chairperson reports to Parliament on behalf of the Authority and works closely with the Minister for Veterans' Affairs and his Department, the Repatriation Commission, the Military and Rehabilitation Commission, Ex-Service Organisations (ESOs) and the wider service community and undertakes the significant representational and liaison responsibilities of the Authority. A Member of the Authority may be asked to assist in those roles.

Currently the Authority seeks to fill available roles:

- Member role specialising in epidemiology.
- Member role specialising in musculoskeletal medicine/rheumatology/orthopaedics.
- Chairperson

The members of the Authority assist the Chairperson in ensuring the efficient operation and medical-scientific reputation of the Authority.

## OUR IDEAL CANDIDATES

### MEMBER DUTIES

- Assist the Chairperson and the other members of the Authority to maintain the medical-scientific reputation of the Authority.
- Assist medical research staff as required in the investigation of specified medical conditions and in the presentation of relevant reports to the Authority.
- Represent the Authority in a range of professional and other for a including its bi-monthly meetings.

### **As a Member of the Repatriation Medical Authority, you must have:**

- an outstanding academic record including recognition at senior levels of academia within Australia and internationally;
- an extensive record of scientific publications;
- demonstrated medical-scientific leadership;
- a sound understanding of disease causation, and particularly epidemiology;
- an understanding of the Parliamentary and legal systems;
- experience of dealing with executive government and institutions;
- excellent representational and stakeholder management capabilities;
- experience at a senior level of administration.

The RMA Member role also requires an appreciation of the Australian Repatriation system, its basis and role, as well as the special place that veterans and serving members hold within Australian society.



A potential appointee must be a person whose medical-scientific and intellectual capabilities are respected by the Chairperson and the three other Members of the Authority, and who will engender trust and respect amongst the various stakeholders of the military compensation scheme.

## **CHAIR DUTIES**

The Chairperson's position is a part-time statutory appointment made by the Minister for Veterans' Affairs. The appointee is responsible for the efficient operation and medical-scientific reputation of the Repatriation Medical Authority (the Authority). The Chairperson reports to Parliament on behalf of the Authority and works closely with the Minister for Veterans' Affairs, the Department of Veterans' Affairs, the Repatriation Commission, the Military Rehabilitation and Compensation Commission, Ex-Service Organisations (ESOs) and the wider service community and undertakes the significant representational and liaison responsibilities of the Authority.

If applying for the Chairperson appointment you should pitch your application to address governance, leadership and medical-scientific reputation of the RMA.

The Chairperson must have:

1. Qualifications as a registered medical practitioner or medical scientist with at least ten years' experience;
2. an outstanding academic record and extensive clinical or public health background;
3. recognition at senior levels of academia within Australia and internationally;
4. an extensive record of scientific publications;
5. demonstrated medical-scientific leadership;
6. a sound understanding of disease causation, and particularly epidemiology;
7. an understanding of the Parliamentary and legal systems;
8. extensive experience in dealing with executive government and institutions;
9. excellent representational and stakeholder management capabilities; and
10. experience at a senior level of administration.

The Chairperson requires an appreciation of the Australian Repatriation system, its basis and role, as well as the special place that veterans and serving members hold within Australian society.

The position of Chairperson requires a person whose medical-scientific and intellectual capabilities are respected by the four other Members of the Authority, and who will engender trust and respect amongst the various stakeholders of the military compensation scheme.

## **MANDATORY REQUIREMENTS**

- Qualifications as a registered medical practitioner, or as a medical scientist with at least ten years' experience. Specialist qualifications or equivalent in musculoskeletal medicine and other fields will be highly regarded.
- In addition to the above, five years' experience in the field of epidemiology, if applying for the epidemiologist position on the Authority.



## THE SELECTION PROCESS

The assessment process will be run in accordance with the [Government's merit and transparency policy](#).

A panel will assess written applications. Shortlisted applicants will be further assessed by the panel at interview.

A list of suitable candidates will be provided to the Minister for Veterans' Affairs for consideration and recommendation for appointment.

Submission	Complete and submit your resume, referees and your pitch (for your desired RMA Role) on your qualifications and relevant experience (up to 750 words). <b><i>Please note if you are applying for the Chairperson position, please include examples that demonstrate the additional requirements of the Chairperson position: your experience in senior level administration, dealing with executive government and institutions and representational and stakeholder management capabilities.</i></b>
Shortlisting	Your written application will be assessed against the job requirements noted above
Interview	Candidates who progress past the shortlisting assessment may be invited to an interview either in person or virtually.
Referees	Referee/s may be contacted at any point in the process to help us determine if you are suitable for the role/s.
End of Process	When the process is finalised, we will let you know the outcome via email.

## HOW TO APPLY

Submit an online application through DVA's [online recruitment system](#) by **11:30pm AET on Thursday, 26 February 2026**.

Applications must include:

- a cover letter ('Pitch') outlining the qualifications and relevant experience that you believe you will bring to the role (the letter should also include reference to the way in which you satisfy the job requirements);
- a Curriculum Vitae setting out relevant personal particulars, employment history, qualifications and experience;
- an uploaded Private Interests Declaration noting all conflicts of interest (perceived and actual) and a conflict mitigation strategy.

If you need any reasonable adjustments such as access, equipment or other practical support for any stage of the recruitment process, please include this information in your application or contact the department via the details below.



If you are experiencing difficulties lodging your application, please contact our recruitment team on [DVA.Recruitment@dva.gov.au](mailto:DVA.Recruitment@dva.gov.au).

**Please note:** You do not need to withdraw your application to make edits, you can make changes to your application before the job closes by logging into your profile in the DVA eRecruit system and selecting *My Profile > My Applications*. If you withdraw your application, you will NOT be able to re-submit your application for this vacancy.

## COMMUNICATION

Enquiries about the position or application process can be emailed to [DVA.Statutory.Appointments@dva.gov.au](mailto:DVA.Statutory.Appointments@dva.gov.au)

Applicants will receive initial advice and communication by email. Please ensure the email address you provide is correct. We recommend you use an email address that ensures you do not miss relevant updates or invitations – and please regularly check your junk or spam folders.

## ELIGIBILITY

- Must be an Australian Citizen to be employed in the Australian Public Service (APS) Framework.
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate may be required obtain and maintain a Baseline Vetting (AGSVA) security clearance and are required to perform their duties in accordance with the Australian Government Protective Security Policy Framework.

## THE REPATRIATION MEDICAL AUTHORITY

Members of the Authority are appointed on a part-time basis by the Minister for Veterans' Affairs. The term of appointment is up to five years, with the option for reappointment.

This is a full-time position based and Members can be from any location in Australia. The Authority office is located in Brisbane, in premises managed by the Department of Veterans' Affairs. In ordinary times the staff of the Authority operate from this office, meetings of the Authority are held there and facilities for Members are provided during meetings and as required. The records of the Authority are held in this office.

Each Member receives an annual retainer, a per diem sitting fee, and allowances as determined from time to time by the Remuneration Tribunal. The Remuneration Tribunal sets remuneration and allowances for the position. Refer to the [Remuneration Tribunal \(Remuneration and Allowances for Holders of Part-time Public Office\) Determination 2025 Compilation No. 3 | Remuneration Tribunal](#) for more information.



Members may also be asked to undertake representational or other duties on behalf of the Authority.

Further information about the Repatriation Medical Authority can be found at <http://www.rma.gov.au>.

### **Statements of Principles (SOPs)**

The purpose of the SOPs is to set out the aetiological factors which connect a particular kind of injury, disease or death (condition) with the circumstances of eligible military service. Those factors are based solely on the relevant sound medical-scientific evidence. There are two SOPs for each condition reflecting the two legislative standards of proof for the inclusion of factors under the VEA (reasonable hypothesis and balance of probability standards of proof). In relation to operational, peacekeeping, hazardous, warlike or non-warlike service, SOPs state the factors which "must as a minimum" exist to raise a reasonable hypothesis connecting a condition with that service. In relation to eligible war service, defence service or peacetime service, SOPs state the factors which "must" exist to make it more probable than not that a condition is connected with that service.

SOPs are legislative instruments subject to the provisions of the *Legislation Act 2003* (LA). These instruments are required to be registered with the Federal Register of Legislation (FRL) and are tabled (and may be disallowed) in both of the Houses of the Australian Parliament. SOPs are binding on decision makers at all levels, as well as the Courts.

The sunset provisions of the LA provide for legislative instruments such as SOPs to expire on the next 1 April or 1 October occurring after the tenth anniversary of their registration. The Authority's principal work consists of reviewing the current SOPs that are due to expire and to create new SOPs for conditions for which there is currently no SOP. This involves investigating the diseases or injuries they cover and, having regard to the latest sound medical-scientific evidence, determining replacement or new instruments.

The LA also provides for the Attorney-General of the Commonwealth to table before each House of the Parliament a list setting out the legislative instruments which will expire in the next 18 months on the sitting date after 1 April and 1 October each year. It is therefore preferable to have each SOP reviewed and replaced before its publication on that list.

### **Investigations**

In considering whether to determine SOPs, or when reviewing the contents of SOPs, the Authority undertakes an investigation of the particular kind of injury, disease or death covered by them. [Investigations](#) can be undertaken by the Authority on its own initiative, upon request by an eligible person or organisation as provided for in the VEA or at the direction of the SMRC. The contents of SOPs may also be reviewed on the Authority's own initiative, because of the sunset provisions, on the identification of new relevant sound medical-scientific evidence, or in response to a request from an eligible person or organisation.

Investigations must be publicly notified in the Commonwealth of Australia Gazette and members and veterans and their representative organisations, the Commissions and relevant experts can make submissions to the RMA about the particular condition.

### **Sound medical-scientific evidence**



In forming any view during the investigation, the Authority may rely only on sound medical-scientific evidence (SMSE) discovered or received by it, and the factors included in the SOPs reflect that evidence.

SMSE is defined in section 5AB of the VEA and includes peer-reviewed published medical science and information generally accepted in medical practice. In assessing the causes of injury, disease or death, the Authority is required to use the applicable criteria for assessing causation currently applied in the field of epidemiology.

The Authority cannot carry out any new research work, test or experiment, although it may ask the Secretary of the Department of Veterans' Affairs to do so in order to obtain, confirm or disprove specific information about an injury, disease or death.

The statutory obligation to evaluate SMSE and formulate casual factors of injury, disease or death is reflected in the requirements for the membership of the Authority.

### **Members of the Authority**

Decisions of the Authority are made at meetings, by consensus or, failing consensus by a majority of Members. At least three Members must be present to constitute a quorum, and at all meetings the Chairperson presides. The Chairperson has only a deliberative vote. Meetings may be convened by the Chairperson, or by delegation. Minutes of each meeting are kept by the Authority Registrar, as required by the VEA.

Any eligible person or organisation who makes a written submission may also choose to make an oral submission complementing a written submission on issues of medical science. No legal matter can be covered in a submission and a person or organisation may not be represented before the Authority by a legal practitioner.

### **Decisions**

The decisions of the Authority when it determines or amends SOPs are legislative not administrative decisions, and reasons for decision are generally not required to be produced.

However, where the Authority decides not to determine, or amend the contents of a SOP, the VEA requires a written declaration giving the reasons to be made and lodged in the Commonwealth of Australia Gazette. Similarly, where the Authority decides not to undertake an investigation in response to a request from an eligible person or organisation, it must provide written advice to that person or organisation stating the reasons for the decision.

### **Administration of the Authority**

The Authority is taken to be part of the Department of Veterans' Affairs for the purposes of the *Public Governance, Performance and Accountability Act 2013*. Its costs are met by the Department. This also means that any liability of a member of the Authority is as an official of the Department of Veterans' Affairs and is covered by the Department's insurance arrangements.



The Authority and its Members are assisted by staff made available by the Secretary of the Department of Veterans' Affairs under section 196T of the VEA. These include medical research staff. Research staff are allocated various medical conditions to review, and Members of the Authority are each responsible for the oversight of certain allocated conditions.

The Registrar of the RMA manages the staff and works closely with the Chairperson to ensure that decisions of the Authority are put into effect and that all legal obligations and responsibilities are met.

The Australian Public Service Code of Conduct and Values sets the standards of behaviour and conduct expected of staff.