



Position Description

NAME: _____

POSITION TITLE: Migration Agent

LOCATION: NSS Office, 8 Chaucer St. Hamilton 2303

COST CENTRE: AIMMAD

CLASSIFICATION: Level 5

HOURS: 8 hours per week, with possibility of additional hours

AWARD: Social, Community, Home Care and Disability Services (SCHCADS)

REPORTS TO: Chief Executive Officer

TOGETHER WITH: Senior Management

DIRECT REPORTS: None

PURPOSE OF THE POSITION:

The position will primarily provide immigration advice to refugee and humanitarian visa holders in Australia and to applicants seeking permanent residence under the family violence provisions if they are facing financial hardship. There is also a requirement to provide advice on migration matters and there maybe scope for assisting with preparing and lodging other visa types. The agent also assists clients with citizenship applications and queries.

The position assists clients with preparation of the applications and lodgement of those applications.

There will be a requirement to continue to progress existing applications.

KEY ACCOUNTABILITIES:

- Provide advice to clients as to the application of migration law to their circumstances
- Liaise with clients, Department of Home Affairs, Administrative Appeals Tribunal, Ministerial Intervention and other agencies including NSS staff.
- Manage and lodge applications for visas, sponsorship and citizenship
- Prepare requests to the Minister to exercise certain powers in relation to a visa applicant.
- Attend hearings at the AAT and protection visa interviews
- Maintain the caseload efficiently including keeping clients and the Department up to date

- Adhere to WH&S regulations and NSS relevant Policies

COMMUNICATION:

Internal and external stakeholders

DECISION MAKING:

Within the migration legislation

SELECTION CRITERIA

Essential:

- Registered or eligible for registration if Migration Agent
- Meet the requirements for practice if Migration lawyer
- Demonstrated knowledge of current migration law
- Excellent verbal and written communication skills
- Ability to work with clients from a variety of backgrounds
- Ability to work under pressure and meet deadlines

Desirable:

- Experience in working with interpreters

POSITION DIMENSIONS

Staffing: None

Budget: None allocated

Financial delegation: None

Legislative compliance:

- Migration Act 1958
- Migration Regulations 1994

Appendix 1 Organisational Profile

Appendix 2 Organisational Structure

Employee Signature: _____ **Date** _____

Manager Signature: _____ **Date:** _____