



AUSTRALIAN CONSULATE-GENERAL
HONG KONG
澳洲駐香港總領事館

Agency	Department of Home Affairs
Position number	11473
Title	Senior Visa Assessor – Business Skills
Classification	LE5
Section	Visa Office
Reports to (title)	Assistant Manager - Business Skills
Monthly Salary	HKD36,338
Status	One-year full-time contract

The Australian Consulate-General, Hong Kong is seeking applications from suitably qualified persons for its locally engaged Senior Visa Assessor – Business Skills position. Benefits such as medical insurance, Chinese New Year Bonus, paid annual leave, flexible working hours and other staff entitlements in accordance with the Australian Consulate-General’s Locally Engaged Staff Terms and Conditions of Employment will be offered to the successful candidate. Applications are due by **28 June 2018**.

Australian Government’s Department of Home Affairs (DHA)

Department of Home Affairs manages visa and citizenship policy and programmes on behalf of the Australian Government. It also works to keep Australia secure through its border management policies. It strives to make fair and reasonable decisions for people entering or leaving the country, ensuring compliance with Australia's immigration laws and integrity in decision-making.

About the position

Under general direction, the position independently makes decisions on applications for provisional and permanent residence received under the *Business Innovation and Investment Programme*, for residents of the People’s Republic of China, Hong Kong, Macau and Taiwan. The Programme encourages business people with a demonstrated history of success in innovation, investment and business to settle in Australia and use their proven skills to develop business activity in Australia. It is a state/territory nominated programme that enables the states and territories to attract and nominate business people who will contribute to their economic development.

The key responsibilities of the position include, but are not limited to:

- Examine, assess and decide applications for migration and temporary entry to Australia under the Business Skills Migration Programme
- Prepare case specific submissions, briefs and general correspondence, and respond to stakeholder enquiries and representations, including Ministerial representations
- Conduct research and analysis of pertinent issues to the Programme and provide input, recommendations and support for policy development

- Analyse, present and manage data/ information for the purposes of reporting and analysing trends
- Provide advice to the management team and policy section regarding policy development, application trends and integrity concerns pertinent to the Programme
- Provide advice and input for improvements regarding system performance and participate in system testings
- Represent Home Affairs in liaising with external stakeholders, provide professional advice regarding visa processing requirements under the Programme, including the drafting of publications for external stakeholders
- Manage and minimise risks to identify cases which require application of further integrity measures
- Case management – formulate plans to approach the assessment of an application depending on its risk assessment
- Perform in-depth analysis of financial documents to identify adverse business practices and other forms of misrepresentation
- Contribute to the development and review of local work processes and procedures in order to improve application processing arrangements
- Provide direction to administrative staff in performing casework related administrative tasks and review performance of those tasks to identify training needs, providing procedural materials and guidance where necessary
- Provide on the job training/advice to new recruits in relation to case assessment issues.

Selection Criteria

- Sound knowledge or the ability to quickly acquire sound knowledge of Australian migration legislation and policy, and a demonstrated high level ability to interpret and apply legislation and exercise sound judgement in decision making
- Sound knowledge of business practices in the People's Republic of China
- Demonstrate initiative, good time management and organisational skills, flexibility, resourcefulness and willingness to participate in improvement of processes and procedures to ensure that tasks are finalised according to prescribed timeframe
- Provision of quality professional service, application of ethical work practices and integrity in all aspects of work
- Strong communication (written and oral) and interpersonal skills in the workplace environment, including the ability to independently conduct investigative interviews
- Sound information technology skills, including experience in using information systems to analyse, present and manage data and information
- Tertiary qualifications in commerce, accounting, law or related disciplines
- Fluency in both spoken and written English and Chinese (Putonghua).

Prospective applicants also need to demonstrate that they are eligible to work in Hong Kong by meeting the local citizenship/permanent resident requirements or being in a position to obtain a work visa.