

## LES Position Description

<b>AGENCY</b>	Department of Home Affairs
<b>POSITION NUMBER</b>	5609
<b>POSITION TITLE</b>	Team Leader Locally Engaged Integrity Officer
<b>CLASSIFICATION</b>	LE5
<b>SECTION</b>	Home Affairs
<b>REPORTS TO (TITLE)</b>	Principal Migration Officer (Integrity)
<b>MONTHLY SALARY</b>	HKD40,317
<b>STATUS</b>	Initial period of one-year full-time contract with possible extension

### About The Department of Home Affairs

The Department of Home Affairs is a central policy agency, providing coordinated strategy and policy leadership for Australia's national and transport security, federal law enforcement, criminal justice, cyber security, border, immigration, multicultural affairs, emergency management and trade related functions.

Immigration Programs Division delivers the permanent migration and temporary visa programs to maximise the long-term economic and social benefits to Australia across the Skilled, Family and Resident Return visa programs, and through Temporary entry to support tourism, education and international relations.

### Caseload Risk and Integrity Program Overview

Offshore integrity teams, in collaboration with integrity teams in Australia, are part of a global network of caseload risk and integrity support. The primary role of the Caseload Risk and Integrity team is to identify tactical, entity or caseload specific risks in the programs processed in their location.

### About the position

With general direction, the Team Leader Locally Engaged Integrity Officer (LEIO) works to established policies and procedures to report on visa caseload risks and integrity and ensuring Departmental risk systems are updated with current integrity indicators. Working as part of a team, the position is responsible for managing the identification and reporting of risk and integrity issues within a broad range of visa caseloads and may supervise or contribute to the development of other Locally Engaged Staff.

### Key responsibilities of the position include but are not limited to:

- Undertake quality assurance and perform other relevant tasks that require a security clearance.
- With support from the Principal Migration Officer (Integrity), lead an Integrity team to support visa program delivery by identifying caseload risk and recommending effective risk treatments.
- Monitor work priorities and performance and provide regular feedback and training for visa processing teams as required.
- Work collaboratively with visa program delivery teams to implement priorities of the Integrity team.
- Provide a high level of support to Home Affairs Australian-based staff including promoting a good understanding of Australian government and community expectations within the office.
- Develop, strengthen, and maintain relationships with local authorities and host governments and undertake representational visits as required.
- Manage the complex analysis of cohorts presenting tactical, entity or caseload risks in visa and citizenship caseloads.

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- Monitor and report on visa caseload trends and assist visa decision-makers to identify caseload fraud.
  - Prepare and disseminate fraud profiles, integrity alerts and trend analysis.
  - Develop and review risk alerts and treatments for caseloads.
  - Analyse and prepare statistical information for regular caseload risk reporting.
  - Manage the delivery of visa referrals from the global visa delivery network, ensuring that referral outcomes are meeting timeliness and quality standards.
  - Conduct sensitive client interviews, including translation and interpretation services as required.
  - Undertake field visit trips, including site-visits, preparing associated reports and analysis.
  - Provide translation and interpretation services as required.
  - Initiate and action visa cancellations in consultation with Australian-based staff.

**Required Qualifications/Experience:**

- Candidates must be able to obtain and maintain an Australian security clearance and must therefore be a citizen of Australia, Canada, New Zealand, the USA or the United Kingdom and be entitled to work at a diplomatic mission in Hong Kong.
- Strong English language communication skills (written and spoken). Cantonese and Putonghua language skills (including written) and the ability to interpret and translate between these languages would be an advantage but not essential.
- Experience undertaking data analysis and reporting.
- Well-developed skills in the use of Microsoft Excel, particularly the ability to use these systems to analyse and interrogate data.
- A strong understanding of the Department's visa processing and integrity systems or a demonstrated ability to quickly learn new systems.
- Demonstrated experience interpreting and applying legislation to support strong integrity processes.
- Demonstrated experience mentoring and leading staff and working effectively with other team members.
- High degree of personal drive and integrity and the ability to work flexibly and adapt to changing requirements.

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.