

# Department of State Growth

## Statement of Duties

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<b>Position Title:</b>	Program Officer (Support and Retention)
<b>Position number:</b>	005271
<b>Award/Agreement:</b>	Tasmanian State Service Award
<b>Classification level:</b>	General Stream Band 5
<b>Division/branch/section:</b>	Business and Trade Tasmania\Global Education and Migration
<b>Location:</b>	Hobart
<b>Employment status:</b>	Flexible
<b>Supervisor:</b>	Manager Migration Policy

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### Position Objective

Support the delivery of the Tasmanian Government's Business and Skilled Migration State Nomination Program through a senior role in assessing applications, and developing, implementing and monitoring initiatives designed to help attract strong candidates and support and retain key migrant cohorts in Tasmania.

### Major Duties

- Undertake research, analysis and interpretation of information to support the operation and effective implementation of policies and activities to support migration programs and products delivered by the Department of State Growth.
- Deliver various initiatives designed to enhance and support the effectiveness of migration programs. This includes collaborating with a range of stakeholders to design, implement and evaluate a range of activities, tools and initiatives that help to attract strong candidates and support the retention of skilled migrants in Tasmania.
- Undertake detailed assessment of applications for state nomination and provide accurate advice in relation to the Tasmanian Government's Business and Skilled Migration State Nomination Program to diverse applicants from culturally and linguistically diverse backgrounds, migration agents and other stakeholders.
- Develop and deliver presentations and training sessions for clients, stakeholders and internal staff in relation to specialist topics related to state nomination policies and settings and the infrastructure which supports the program.
- Provide mentoring, support and guidance to other Migration Tasmania staff in the delivery of program operations, tasks and projects.

### Scope of Work: (Responsibility, Decision-Making and Direction Received)

The Program Officer (Support and Retention) reports to the Manager Migration Policy, Migration Tasmania and is expected to work under broad supervision and limited guidance in delivering on the operations of the Business and Skilled Migration Program.

The work requires detailed planning, organising and coordinating of activities to deliver projects and tasks. Medium and long term priorities are to be determined in consultation with the Manager Migration Policy.

The Program Officer (Support and Retention) will be expected to liaise with potential business and skilled migrants and consult and collaborate with stakeholders and contacts including Tasmanian employers, government and non-government agencies, and contractors.

Migration Tasmania delivers programs which engage with and support diverse client groups from non-English speaking backgrounds. The Program Officer (Support and Retention) will need to have strong cross-cultural awareness.

### **Selection Criteria (Knowledge and Skills):**

1. Demonstrated knowledge and understanding of Australia's immigration policy or the ability to quickly attain that knowledge and the capacity to research, develop and implement initiatives and activities in relation to business and skilled migration.
2. Well-developed research and analytical skills, with the ability to lead and contribute to the development, implementation and monitoring of initiatives designed to achieve key objectives and outcomes.
3. Highly developed ability to analyse and interpret complex information and undertake an evaluation in accordance with established rules and legislation to provide clear and succinct recommendations.
4. Well-developed organisational skills with a proven capacity to work independently with minimal supervision to plan, organise and prioritise a range of projects and tasks concurrently and demonstrated capacity to display flexibility, initiative and drive in a complex and changing environment.
5. Well-developed written and verbal communication, interpersonal and relationship management skills, with the ability to collaborate effectively with a range of stakeholders to enhance programs and services designed to support diverse clients and enhance program outcomes.

### **Position Requirements**

#### ***Pre-employment***

- *Nil*

#### ***Essential***

- *Nil*

#### ***Desirable***

- *Previous experience working in a migration related field*
- *A current drivers licence*

### **Working at State Growth**

The Department of State Growth works to grow our economy and provide opportunities for all Tasmanians. We provide support and strategy advice in relation to key economic drivers including energy, industry sectors, resources, regulation and infrastructure. We support the delivery of a range of public services and have a strong focus on investment attraction and the development of innovative strategies that drive state growth.

The [Department's website \(http://www.stategrowth.tas.gov.au/\)](http://www.stategrowth.tas.gov.au/) provides more information.

Our department is a diverse, inclusive and flexible workplace that enables our people to contribute to their full potential. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our clients with respect.

State Growth is a values-based organisation. Our aim is to attract, recruit and retain people who will uphold our values and are committed to building a strong values based culture. Our values and behaviours reflect what we consider to be important, that is

*Our people* who are at the heart of the organisation; *our decisions* which are based on sound principles; and *our clients* who are at the centre of what we do.

We have the ***Courage to Make a Difference*** through:

- ***Teamwork*** – our teams are diverse, caring and productive
- ***Respect*** – we are fair, trusting and appreciative
- ***Excellence*** – we take pride in our work and encourage new ideas to deliver public value
- ***Integrity*** – we are ethical and accountable in all we do

We are committed to high standards of performance relating to Workplace Health and Safety and all employees are expected to participate in maintaining safe working conditions and practices. State Growth has zero tolerance to violence, including violence against women and any form of family violence. We will take an active role to support employees and their families by providing a workplace that promotes their safety and provides the flexibility to support employees to live free from violence.

All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to (*State Service Act 2000*). These can be located at State Service Management Office ([www.dpac.tas.gov.au/divisions/ssmo](http://www.dpac.tas.gov.au/divisions/ssmo))

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