

JOB DESCRIPTION

HR Immigration Specialist

ABOUT UNITING

Our purpose: To inspire people, enliven communities and confront injustice.

Our values: As an organisation we are **Imaginative, Respectful, Compassionate** and **Bold**.

At Uniting, we believe in taking real steps to make the world a better place. We work to inspire people, enliven communities and confront injustice. Our focus is always on the people we serve, no matter where they are at in their life.

Our services are in the areas of aged care, disability, child and family, community services, and chaplaincy and we get involved in social justice and advocacy issues that impact the people we serve. As an organisation we celebrate diversity and welcome all people regardless of disability, lifestyle choices, ethnicity, faith, sexual orientation or gender identity. We commit to respecting children and take action to keep them safe.

Uniting is the services and advocacy arm of the Uniting Church NSW & ACT and as such Uniting leaders understand, support and can express the mission and purpose of the Uniting Church.

ABOUT THE ROLE

Role Purpose

This role is responsible for supporting the HR Services team in achieving service excellence through effective and efficient visa coordination and management.

ROLE KEY ACCOUNTABILITIES

You will be an integral member of the HR Services team in the People Experience directorate through the following:

- Providing analysis of relevant research and operational information and assisting managers to evaluate and integrate the information they receive.
- Coordinating and maintaining team management systems and ensuring relevant information is input on a consistent and regular basis.
- Providing a collection of relevant data to assist with budgeting, the operation of the team and production of regular reports.

- Actively promoting safe work practices in the workplace during all activities consistent with Uniting's policies and comply with all WH&S legislation, policies and procedures.
- Actively contributes to a safe and supportive working environment that is inclusive of all staff through celebrating their nationality, cultural background, LGBTI status, abilities, gender and age.
- Communicating with a range of people, maintaining privacy and confidentiality at all times
- Handle tasks from a variety of mediums in an empathic and timely manner, respecting the individual needs of the customer
- Record information accurately and in a timely manner in the designated people systems

As the HR Immigration Specialist, your role specifically will:

- Provide high level technical advice regarding immigration issues such as visa options, eligibility and application merits
- Facilitate visa applications from start to finish including conducting eligibility assessments, providing recommendations for visa pathways, drafting letters and submitting applications to Dept of Home Affairs
- Coordinate and manage the recruitment process for Labour Market Testing in collaboration with the manager
- Providing timely advice and managing business and employee expectations
- Work with various stakeholders across the business (i.e. Managers, HRBPs, Recruitment, Executives where they need to seek approvals) and externally.
- Manage visa applications and enquiries
- Coordinate Labour Market Agreement application and process.
- Work within tight deadlines and shifting priorities
- Actively manage and retain employees working with Uniting on visas
- Help influence a major part of the workforce planning strategy both through attention and attraction.
- Set up an in-house systems and process to efficiently manage visas.

ABOUT YOU IN THE ROLE

As a staff member of Uniting you will celebrate diversity and welcome all people regardless of lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

Your directorate: People Experience
You'll report to: HR Services Manager

YOUR KEY CAPABILITIES

Individual leadership

- **Improving performance** - Works with others and offers suggestions to find ways of doing the job more effectively.
- **Owning the job** - Takes ownership for all responsibilities and honours commitments within their own role and strives to achieve goals with a "can-do" attitude to levels of excellence.

- **Perseverance** - Remains committed to completing the job in the face of obstacles and barriers.
- **Timeliness of work** - Sets achievable timeframes and works to complete projects, tasks and duties on time.

Business Acumen

- **Organisational Operation** - Displays awareness of Uniting’s business objectives and understands how personal objectives relate to those objectives.
- **Organisational Objectives** - Has broad awareness of Uniting’s vision and values and how they apply to issues in the team.
- **Develops and Grows the Business** – Understands team and organisational goals and works collaboratively with Team Members to achieve organisational goals.
- **Makes Sound Decisions** – Analyses problems, seeks input from relevant people and then takes appropriate action to implement the most effective solution in a timely manner.

QUALIFICATIONS & EXPERIENCE

Qualifications:

Bachelor qualification in a relevant field or equivalent experience.

The candidate will need to be a Registered Migration Agent (MARA) and have a valid registration number.

Experience:

Typically, this role will require 5 years or more years’ experience in your field of expertise. You will have excellent written and verbal communication skills, be organized, systematic, thorough, accurate and disciplined. You will be continuing to develop in your area of expertise and be expected to provide innovative ideas to solve problems in your discipline. It is expected that you will be developing good skills at navigating a complex organisation, forging relationships, and managing through influence rather than direct authority as required.

- Operate with a high level of autonomy
- Skilled at navigating a complex organisation, forging relationships, and managing through influence rather than direct authority
- Demonstrated business acumen
- Demonstrated knowledge of Australian Immigration legislation
- Knowledge of current employment legislation
- Knowledge of human resource organisational policies and practices

Even better:

- Experience working effectively with stakeholders at different levels

Employee Name:	Click here to enter text.	Manager’s Name:	Rich Venn
		Title	Head of Shared Services
Date:	Click here to enter text.	Date:	July 2022
Signature:		Signature:	