



**AUSTRALIAN CONSULATE-GENERAL
Shanghai**

DEPARTMENT OF IMMIGRATION AND BORDER PROTECTION

VACANCIES

DELEGATED DECISION MAKER (Level 4)
INTEGRITY OFFICER (Level 4 and 5)

The Visa Office of the Australian Consulate-General Shanghai is seeking applications from Australian citizens to be engaged as Delegated Decision Makers (level 4), and Integrity Officers (level 4 and 5).

The successful applicants must have, or be able to obtain, an Australian Government security clearance. Locally engaged terms and conditions of service apply. The successful candidates will be responsible for their own transfer and ongoing costs associated with working in China. If necessary, the Consulate can provide a letter to assist in obtaining an appropriate work visa for China.

An order of merit may also be established to fill any other short or long-term vacancies that may arise in the next twelve months.

In considering these positions, applicants should make themselves aware of the Australian taxation arrangements for Australian citizens working overseas.

The basic salary for the level 4 position will be RMB 143,812 per annum plus an annual allowance of RMB 46,020 (for an Australian Tax Resident) or RMB 59,676 (for a Non - Australian Tax Resident).

The basic salary for the level 5 position will be RMB 190,427 per annum plus an annual allowance of RMB 60,936 (for an Australian Tax Resident) or RMB 79,032 (for a Non - Australian Tax Resident).

Applicants should also be aware that calculations of overtime or employer superannuation contributions are based on the basic salary. The Consulate pays 9.5% employer's superannuation contributions for Australians who are deemed residents for tax purpose.



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Duty statements and selection criteria for the positions are attached. Your application, written in English, must include:

- a statement of claims for the position separately addressing each of the selection criteria (2 pages maximum if you are applying for the Delegated Decision Maker only, 3 pages maximum if you are applying for the Integrity Officers roles);
- curriculum vitae;
- contact details for two work-related referees; and
- you **MUST** indicate which position you are applying for, noting that if you are applying for the Integrity Position you will also need to address criterion 5 of the selection criteria. You may indicate that you wish to be considered for both positions.

Applications that do not address the selection criteria will not be considered.

Guidelines for addressing selection criteria can be found at:

<http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code/factsheet5>

Applications should be sent to:

Email: recruitment-sh-diac@dfat.gov.au

Please note that applications submitted via e-mail should be in either Word or PDF format. Please note that only applicants short-listed for interview will receive a reply. If you have not received any communication from the Visa Office within four weeks after the closing date of applications, please consider your application unsuccessful. For enquiries, please contact the Senior Migration Officer, Ms Kate Fleming at kate.fleming@dfat.gov.au

Closing date for applications is 09.00am, Monday 13 March 2017. Late applications will not be accepted.

About the Department of Immigration and Border Protection (DIBP)

DIBP is responsible for a diverse portfolio including managing migration, humanitarian and citizenship policy and programmes. It works to keep Australia secure through border management and facilitates travellers to enter Australia on a temporary or permanent basis. DIBP strives to make fair and reasonable decisions for people entering Australia, ensuring compliance with Australia's immigration laws and integrity in decision-making.



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About DIBP in Shanghai

The DIBP Office in Shanghai is one of the Department's largest visa processing offices. It processes applications from Chinese citizens and foreign nationals residing in China for the purposes of short term travel to Australia for tourism or business. The office also processes Permanent Migration applications under Partner and Child categories and Citizenship by Descent applications.

The office is staffed by a number of officers posted to Shanghai by DIBP, a small number of expatriate locally engaged staff, and a majority of locally engaged Chinese national staff.



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About the position – Delegated Decision Maker (Level 4)

The Delegated Decision Maker operates as part of a small team of expatriate visa decision makers whose role it is to provide timely, lawful, quality decisions on a range of visa applications within set service standards in a high tempo operating environment.

The key responsibilities include but are not limited to:

- provide a high level of support to DIBP Australian-based staff. This includes promoting a good understanding of Australian government and community expectations within the office, mentoring other locally engaged staff as required, undertaking some quality assurance tasks and flexibly taking on some roles that, for a range of business reasons, might be best implemented by an Expatriate staff member
- follow administrative and lawful procedures, apply legislation and undertake research drawing on databases appropriately to make determinations on permanent and temporary visa applications
- conduct research and policy interpretation to manage discrepancies and provide sound advice and support to Chinese colleagues on more complex cases
- prepare client correspondence; high quality decision records; and reports
- provide quality advice and service to clients in a culturally diverse environment
- conduct investigative interviews and undertake compliance-related site visits as required
- identify issues of integrity concern and appropriately refer cases to the Integrity Unit and/or senior staff
- maintain and update online databases as required
- contribute to continuous improvement and the implementation of change in the workplace



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About the position – Integrity Officer (Level 4)

The Integrity Officer (Level 4) is responsible for identifying, analysing and reporting on border protection issues and updating systems supporting the processing of a wide range of visa caseloads, working with limited supervision.

The key responsibilities include but are not limited to:

- support the Senior Expatriate locally engaged integrity officer in undertaking visa caseload and trend analysis
- draft and coordinate dissemination of fraud profiles and integrity alerts to other DIBP staff to assist them in risk managing visa decisions
- support the Senior Expatriate locally engaged integrity officer to update and maintain Departmental systems with fraud and non-compliance information to support border protection outcomes.
- interview applicants and agents of concern identified through the visa application processes
- assist in the provision of training to DIBP operations staff and other government and non-government stakeholders
- assist with visa cancellations as necessary



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About the position – Integrity Officer (Level 5)

The Integrity Officer (Level 5) is responsible for assisting posted staff in managing and reporting on integrity issues within the temporary and permanent entry visa caseloads. The position is also responsible for coordinating and planning the integrity activities of the Shanghai Integrity Unit (SIU).

The key responsibilities include but are not limited to:

- coordinate a small team providing high level support to posted staff in the identification, analysis and reporting of factors contributing to unlawful travel and entry to Australia.
- *coordinate the management of over-stayer cases, including the recording of information in DIBP systems.*
- conduct, and record onto Departmental systems, more complex compliance outcomes, including analysing and reporting on visa over-stayers and fraud trends.
- *coordinate the registration, allocation and fraud/integrity checking of cases referred to the Shanghai Integrity Unit, including post-decision cases.*
- monitor and report on caseload trends, assisting decision-makers in the identification of caseload fraud and preparing and disseminating fraud profiles, integrity alerts and trend analysis.
- foster and maintain strong links with the Department's other mainland China Integrity Units.
- manage complex cases presenting border security and compliance risks, interviewing clients to ensure their bona fides, as necessary.
- assist in the provision of training to DIBP operations staff and other government and non-government stakeholders



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Selection Criteria *(Level 4 and 5)*

1. Ability to plan, organise and perform work effectively to meet business/programme goals within set deadlines.
2. Ability to foster a positive team work ethic and attitude, work collaboratively with colleagues in a team environment and provide team supervision and leadership as required.
3. Highly developed oral and written communication skills, with a sound ability to prepare complex and sensitive correspondence and/or reports as well as an ability to deal with clients and stakeholders in a courteous and professional manner.
4. Ability to make appropriate, lawful and effective decisions in a legislative framework in accordance with policy directions.

The below criterion is only applicable to the Integrity Positions (Level 4 and 5).

5. Ability to undertake the identification and analysis of data and to report findings using computerised systems and multiple data sources.

The below criterion is only applicable to the Integrity Positions (Level 5).

6. Demonstrated ability to implement and manage change. Ability to apply initiative, flexibility and to promote continuous improvement and actively pursue the implementation of change in the organisation.

Highly Desirable

1. Well developed MS Access and MS Excel skills (Integrity positions only)
2. Chinese Language skills (all positions)