



**Australian High Commission
Port Moresby**

Candidate Information Pack

**Integrity Manager, Locally Engaged Integrity Officer
Department of Home Affairs**

Closing date: Friday 14 May 2021

Email enquiries to: pngahc.recruitment@dfat.gov.au

This information pack should assist potential candidates make an informed decision as to whether to apply for this position by explaining:

- the work of the Australian High Commission;
- the role we are recruiting for; and
- how to apply for the position.

POSITION DESCRIPTION

Position number	200172
Position title	Integrity Manager, Locally Engaged Integrity Officer
Position type (full-time/part-time/casual)	Full-time
Classification level	LE6
Agency	Department of Home Affairs
Reports to (position title)	Principal Migration Officer (Integrity)
Location	Port Moresby

About the Australian High Commission, Port Moresby

The Australian High Commission (AHC) represents the Australian Government by advancing the interests of Australia and Australians in Papua New Guinea (PNG). Our primary national interest is in a strong bilateral relationship underpinned by a peaceful, secure and prosperous PNG and Pacific Region. The AHC is also responsible for apprising Canberra about developments in areas such as domestic politics, immigration, economics, trade and investment, culture, defence and development cooperation, with a view to informing Australia's foreign policy. We also promote a positive image of Australia, enhancing people-to-people links, and delivering consular assistance to Australians in need.

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.

About the position

With limited direction, the Integrity Manager, Locally Engaged Integrity Officer (LEIO) leads and manages an Integrity team to identify and support the mitigation of risk in visa caseloads. As part of the management team, the position contributes to the setting of priorities and monitors integrity reporting and analysis of visa and citizenship caseloads in line with integrity unit responsibilities. The position is also responsible for managing the identification and reporting of risk and integrity issues within a broad range of visa caseloads. As this is a security cleared position, applicants must have the ability to obtain and maintain an Australian Government security clearance. Owing to the requirements of the position, only Australian citizens are eligible to apply for this role.

Caseload Risk and Integrity Program Overview

Offshore integrity teams, in collaboration with integrity teams in Australia, are part of a global caseload risk and integrity network. 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.

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

- Undertake quality assurance of visa decisions.
- Lead and manage an Integrity team to support visa program delivery by identifying caseload risk and recommending and implementing effective risk treatments.
- Establish and set work priorities, monitor performance, and provide regular feedback and training for visa processing teams as required
- Work collaboratively with visa program delivery teams to implement the 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 strategic relationships with key stakeholders.
- Represent and promote the interests of Australia at a range of forums, events and meetings and provide advice on Australian participation, operational and policy issues.
- Provide expert technical knowledge and advice to other LEIOs responding to caseload fraud, preparing and disseminating fraud profiles, integrity alerts and trend analysis.
- Develop and maintain quality outputs by reviewing risk controls, testing assumptions while reporting on their effectiveness and provide solutions for ineffective controls.
- Propose caseload risk and integrity management initiatives and contribute to business improvement strategies.
- Prepare high-level reports and analysis on program trends, activities or milestones in response to risk in the relevant visa program.
- Conduct sensitive client interview and undertake field visit trips, including site-visits, preparing associated reports and analysis.
- Initiate and action visa cancellations in consultation with Australian-based staff.

Required skills and capabilities

- Candidates must have the ability to obtain and maintain an Australian Government security clearance. Owing to the requirements of the position, only Australian citizens are eligible to apply for this role.
- Excellent written and oral English language skills.
- Demonstrated ability to liaise effectively with multiple stakeholders.
- Extensive experience undertaking data analysis and producing high quality written reports on findings.
- Highly developed skills in the use of Microsoft Excel, particularly the ability to analyse and interrogate data.
- A strong understanding of the visa processing and integrity systems or a demonstrated ability to quickly learn new systems.
- Demonstrated experience interpreting and applying legislation and policy to support integrity processes.
- Ability to work independently while under pressure and manage multiple deadlines at once.
- Demonstrated ability to lead and mentor staff, and to work effectively with other team members, in a culturally diverse environment.
- High degree of personal drive and integrity, and the ability to work flexibly and adapt to changing requirements.
- Qualifications in a data analysis or investigations field would be an advantage.

Eligibility/Other Requirements

If offered a position at the AHC, candidates are required to pass all security and medical checks as part of the standard pre-employment process.

ONE-PAGE PITCH

The Australian High Commission (AHC), Port Moresby uses the one-page pitch (**1,000 word limit**) approach to job applications. The one-page pitch streamlines the recruitment process for the AHC, the Selection Advisory Committee (SAC) and applicants.

Your one-page pitch should address your work experience and capabilities against the position description. It is a chance to tell the SAC why you are the right person for the job.

The SAC want to know why you are interested in the role, what you can offer the AHC, and how your skills, knowledge, experience and qualifications are applicable to the role. In a nutshell – why we should hire you?

Addressing the requirements of the position

The information in the position description (pages two to three), will help you understand the responsibilities and tasks of the position. The position description describes the skills, knowledge, experience and qualifications (if any) a person needs to perform the role effectively. The SAC will assess how applicants address these requirements to create a shortlist of applicants suitable to move to the next stage of the recruitment process.

It is essential to address any job-specific information or qualities that have been identified in the position description.

The pitch gives you the opportunity to tell a story and use examples that may cover a range of skills and experiences, such as organisational skills, oral and written communication skills, and the ability to work as part of a team.

You should provide relevant examples from your work, study or community roles. Be clear and to the point.

Please make sure you adhere to the 1,000 word limit, and thoroughly review your response checking all grammar, spelling and punctuation.

HOW TO APPLY

Applications must be submitted to the Human Resources Section at pngahc.recruitment@dfat.gov.au by 4:30pm on **Friday 14 May 2021**.

Late applications will not be accepted.

1. For your application to be considered, you must complete the **Job Application Form**. The form captures all the relevant details required at this stage, including:
 - Your personal details;
 - Your employment history;
 - The names and contact details of two professional referees;
 - Information regarding your education and qualifications;
 - Information regarding relevant training;
 - Information on any volunteer programs you have undertaken if they demonstrate personal achievements or relate to the position; and
 - Your one-page pitch.

2. Please do not include or attach the following documents:
 - Curriculum vitae; or
 - Certificates, awards etc.

These documents may be requested at interview.

Emailed applications **must** include your name and the job title in the subject line of your email for easy reference.

E.g. **John Smith – Integrity Manager, Locally Engaged Integrity Officer**

WHAT HAPPENS NEXT

Acknowledgement

Given the large number of candidates who apply for jobs at the Australian High Commission (AHC), only those shortlisted for interview will be contacted.

Shortlisting

The shortlisting of candidates will commence after the advertisement closing date. The timeframe for shortlisting will depend on the size of the application field, and may take several weeks to complete. The Selection Advisory Committee will shortlist candidates against the selection criteria and only those candidates who demonstrate the strongest claims will be shortlisted for interview.

Assessment of candidates

The Selection Advisory Committee may use a variety of methods to assess candidates. These may include an interview, a written exercise or a specific skills test.

Interview

The AHC will consider a candidate's availability for interview from the date applications close, unless advised otherwise. The Selection Advisory Committee will give a candidate a minimum of three days' notice prior to interview. Upon notification of selection for interview, the candidate should advise the Human Resources section of any special requirements.

All interviewed candidates will be advised of the selection process outcome via email.

Referee Reports

Candidates should include the details of two professional referees in their Job Application Form. Ideally, one will be a current or recent supervisor. In most circumstances, referee reports will only be requested from candidates shortlisted for interview.

Selection

The AHC's staff selection process is governed by the merit principle. The merit principle requires that selections are based on abilities, qualifications, experience and standards of work performance as reflected in the selection criteria and preclude discrimination on the basis of age, gender, race or sexual preference.

Order of Merit and Placement

Suitable candidates will be placed on an order of merit and may be offered a suitable position up to 12 months from the date of advertising. Being found suitable does not guarantee a promotion, transfer or offer of employment. If a candidate declines the position offered, they will be placed back on the order of merit, and may be offered a position within the 12-month timeframe.

The Australian High Commission promotes a workplace free from discrimination and harassment, and is a smoke and betel nut (buai) free environment.