



DESIGNATED AREA MIGRATION AGREEMENT (DAMA) COORDINATOR POSITION DESCRIPTION

POSITION NO:	2038
CLASSIFICATION:	Band 7
OCCUPANT:	Vacant
DATE:	August 2019

POSITION CONTEXT & OBJECTIVE(S):

Warrnambool City Council is the Designated Area Representative (DAR) for the Great South Coast Designated Area Migration Agreement (DAMA) Program. Accordingly, the Council is responsible for the management and broad oversight of the DAMA program.

The role includes:

- Endorsement of employers seeking to access a Labour Agreement and thereby employ an Overseas Worker
- Monitoring activities, including labour market patterns in the GSC region
- Providing support services for employers and visa holders involved in a labour agreement under the GSC DAMA program
- Providing regular evaluation reports to the Government, partner Councils and the Great South Coast Group Executive

KEY RESPONSIBILITIES AND DUTIES:

1) REQUESTS TO SPONSOR WORKERS:

- Ability to undertake preliminary assessments of an Employer's eligibility to participate in DAMA program.
- Register, acknowledge and process requests for endorsement from Employer.
- Understand and ensure completion of compliance checks
- Ensuring compliance by meeting occupation and ceiling number thresholds
- Ensure accuracy and timeliness in the submission of required information and review evidence as required
- Provide support and guidance to the local recruitment efforts of organisations while also communicating specified timeframe
- Assessment of the capacity of organisation to complete Labour Agreements and meet migration requirements
- Follow up any outstanding requirements and provide an independent verification of business activity
- Provide referrals to local Council including an opinion on 'Good Corporate Citizen' and any knowledge obtained of any adverse information that may affect the agreement
- Provide a recommendation to Director City Growth and act upon either a letter of endorsement to the Commonwealth or issue a letter of refusal. Any refusals may lead to an appeal/review process.

- Assist the Commonwealth to support its assessment of applications for Nominations or Visa applications connected with a Labour Agreement
- Make arrangements for skills assessment, including verification of claimed work experience by Overseas Workers based on risk factors
- Identify suitable Skills Assessing Authority for each Occupation (refer to Skills Assessment Requirements table)
- Recommend to Commonwealth the Skills Assessing Authority to be specified in each Labour Agreement

2) MONITORING:

- Ability to Monitor thresholds for ceiling numbers at an Occupation level and monitor caps on maximum numbers for any one employer
- Access information on current labour market conditions in the region
- Assess the impact of government initiatives designed to assist unemployed, retrenched or disadvantaged Australians;
- Identify any facts or circumstances that may be a breach of Law by a Third Party (employer) and report these to the relevant Commonwealth or State regulatory or enforcement bodies

3) SUPPORT SERVICES:

- Put in place appropriate arrangements with the relevant work safety authorities to mitigate potential workplace risks
- Provide ongoing monitoring and assistance to Employers who have signed a Labour Agreement.
- Ensure that Overseas Workers are supplied with information to assist their arrival in Australia and to develop links with the broader community. Information to include:
 - workplace rights and entitlements
 - local area services such as health, emergency and educational services
 - community activities and religious services
 - living costs in the GSC region; and
 - English language services (education and translating and interpreting services - TIS National)
- Make arrangements for skills assessment, including verification of claimed work experience by Overseas Workers based on risk factors

4) REPORTING & EVALUATION:

- Attend management meetings with Commonwealth (as requested)
- Prepare and submit to the Commonwealth, detailed Businesses Cases as required in support of additions / and or deletions to the Approved Occupations List. The reports will summarize and quantify structural change in regional skills needs based on extensive engagement with key stakeholders including business owners and operators, peak sector bodies, Local Government partners and potentially union and industry representatives.
- Prepare and submit an annual report to the Commonwealth (on anniversary date) in relation to:
 - Progress of the Deed of Agreement
 - Labour market analysis including assessment of skills shortages across the region
- Prepare and submit reports to the Commonwealth (as requested)
- Prepare and submit quarterly performance reports to Council and Great South Coast Group

- Prepare and submit evaluation report to the Commonwealth (within 3 months of anniversary date) including the following:
 - Progress in meeting DAMA objectives
 - Assessment of labour market need for Overseas Workers
 - Details of any significant economic or social changes to the GSC region that has impacted on the need for Overseas Workers to supplement the local labour force
 - Assessment of changes in the employment of Australians and non-Australians in the GSC region
 - Evidence of providing support services in year under review

5) MARKETING & ADMINISTRATION:

- Plan marketing programs to enhance interest and awareness with GSC employers in DAMA program
- Liaise with employer groups to increase awareness of program
- Keep and maintain files and records to support requirements of Roles and Responsibilities
- Prepare standard forms and templates for relevant tasks
- Adhere to Privacy and Confidentiality rules

KEY SELECTION CRITERIA:

1. Degree qualified in Business or a related discipline and/or commensurate experience in lieu of formal qualifications.
2. Demonstrated experience in co-ordinating and delivering a Government program. Knowledge and experience in migration policy, programs and procedures, whilst not a prerequisite, would be considered advantageous.
3. Demonstrated record of establishing and maintaining positive, pro-active relationships with key relevant stakeholders across tiers of Government and business and industry.

HOURS OF DUTY:

Your hours of work will 8.15am to 5.00pm, Monday to Friday (with a 45 minute lunch break) working 76 hours per fortnight.

TENURE:

The tenure of this position is temporary full time for a period of 12 months.

SALARY:

The position is classified by council as Band 7 and carries a current base salary of \$85,522 - \$95,486 (exclusive of 9.5% superannuation) per annum (pro-rata).

ORGANISATIONAL RESPONSIBILITIES

In addition to the duties as specified, the following standards/duties shall apply:

Customer Services Standards

- Promote Council's customer service charter and comply with Warrnambool City Council Customer Performance Standards
- Provide a consistently high level of service to our customers in a prompt and pleasant manner.
- Ensure accurate and prompt registration of all customer requests within the Warrnambool City Council request system and respond to assigned requests within a prescribed timeframe.
- Maintain the highest ethical standards and confidentiality in dealing with our customers and each other.
- Develop individual skills and knowledge that will better serve our customers.

Occupational Health & Safety/Risk Management

- Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts or omissions at the workplace.
- Co-operate with your employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Health & Safety Acts, Regulations and Codes of Practice.
- Work within Occupational Health & Safety Acts, Regulations and Codes of Practice.
- Ensure Council’s Risk Management Policy & Procedures are observed and complied with.

Personal Development & Conduct

- Identify training and development needs through Annual Appraisal System for yourself and any staff you directly supervise, and participate in corporate training.
- Ensure adherence to Council Code of Conduct, Equal Employment Opportunity, Privacy procedures and other policies and programs.
- Participate fully in the Staff Performance Management System, Recruitment and Induction processes.

Information Technology & Records Management:

- Ensure appropriate and thorough electronic file management within the corporate library system is maintained.
- Ensure effective utilisation of electronic file management techniques eg: create folders, search for files, print files, etc.
- Ensure effective use of relevant application software systems (appropriate level of training provided).

Organisation Development:

- Participate in the Employee Opinion Surveys as requested.
- Participate in Warrnambool City Council’s Business Excellence Program and other corporate development programs.

CHECKS:

The incumbent must have and maintain a current Fit2Work (Police Records)

YES

The incumbent must have and maintain a current Working with Children Check:

NO

OTHER DUTIES:

Responsibilities and duties included in this Position Description are subject to the Multi-skilling provisions of the Warrnambool City Council Enterprise Agreement.

ORGANISATIONAL RELATIONSHIPS:

Reports to:	Manager Economic Development & Investment
Supervises:	Nil
Internal Contacts:	Council Staff, Councillors, Advisory Committee’s,
External Contacts:	State & Federal Government Departments, Consultants, Local Business Owners, Educational Institutions, Project partners.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Position is accountable for the effective and efficient actioning and achievement of all key responsibilities and objectives.
- Freedom to act is governed by policies, objectives and budget, within a regular reporting framework to ensure achievement of goals and objectives
- The DAMA Coordinator has the freedom to act on matters within projects under their control and delegation, within the areas of their professional qualifications and expertise.
- The DAMA Coordinator is required to liaise with the Manager Economic Development and Investment in regard to decisions that will have a major impact on projects and for the overall functioning of the Economic Development Unit/Branch.

JUDGEMENT AND DECISION MAKING:

- The staff member will be required to make professional judgements using problem solving techniques and decisions critical to the department with guidance not always available within the organisation.
- Identification of objectives within this position will be required and an analysis of these objectives will involve the incumbent to select from an unspecified range of options in meeting such targets.
- Problems are occasionally of a complex or technical nature with solutions not related to previously encountered situations and some creativity and originality is required.

SPECIALIST KNOWLEDGE AND SKILLS:

- An understanding of the role of the economic development unit and the employees they support in the organisation and community.
- An understanding of the economic development team's long-term goals, and an appreciation of the wider goals of the council, in order to work as an integral member of the team in achieving set plans and objectives.
- An understanding of relevant policies, precedents and regulations and where to seek further information.
- The ability to adapt to new concepts and ideas in respect of business and economic development projects.
- The ability to monitor and implement improvements as appropriate, to ensure good document management within the economic development unit.
- The ability to collect and analyse data, present reports and make recommendations.
- Experienced in the use of IT systems and processes to foster business unit and workplace objectives.
- Understanding of the importance of good record keeping and the ability to effectively use Council's document management system.

MANAGEMENT SKILLS:

- Skills in managing time, setting priorities and planning and organising own work
- Management skills to achieve objectives identified despite conflicting pressures
- Ability to respond positively to change.
- Ability to work methodically and diligently and achieve specific objectives within available resources and timetable.
- Able to implement personnel policies and practices including awards, EEO and OH&S policies, recruitment and selection procedures and techniques, position descriptions and staff development schemes
- Expected to contribute to long term staffing strategies

INTERPERSONAL SKILLS:

- Strong verbal communication skills to liaise and effectively engage with internal and external stakeholders central to economic development in Warrnambool.
- The ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of broadly defined activities.
- Ability to liaise with counterparts in other organisations to discuss and resolve specialist problems

- Strong written communication skills and the ability to write specialist reports and prepare internal and external correspondence.
- Ability to lead, motivate and develop other employees

QUALIFICATIONS AND EXPERIENCE:

- A degree or similar in business, marketing, commerce, economics or a related discipline or extensive experience relevant in an economic/business development role.
- A current Victorian Driver's Licence (to have and maintain).

RELEVANT PHYSICAL RESPONSIBILITIES

Location of work: This position will require working in the following environments:

Environment	Nil	Light	Average	Constantly
Indoor (office / workshop)				x
Outside		x		

Physical activities: The work is likely to require a certain amount of physical activity, such as:

Activity	Nil	Light	Average	Constantly
Standing		x		
Sitting				x
Bending		x		
Walking		x		
Repetitive hand work				x
Heavy lifting (>15kg)	x			

Plant and Equipment: This role involves working with or near plant or equipment:

Hazard / Activity	Nil	Light	Average	Constantly
Rotating parts	x			
Noisy Environment	x			
In proximity of Mobile or Moving plant	x			
Strobe or similar lights	x			
Operating plant controls	x			
Driving plant or vehicles		x		
Machinery Vibration	x			
Ability to distinguish between colours	x			
Using hand held tools	x			
Working with irritants, chemicals, fumes and/or dust	x			
Working in hot surroundings	x			

Other activities: This role may also include:

Activity	Nil	Light	Average	Constantly
Talking on the phone				x
Direct contact with people				x
Working at heights	x			
Working with animals/ wildlife	x			

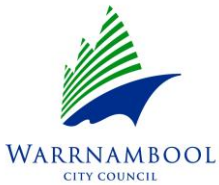
CONDITIONS OF EMPLOYMENT:

The Terms and Conditions in this Position Description are to be read in conjunction with the General Terms & Conditions of Employment.

AGREEMENT:

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms & Conditions of Employment and I agreed to abide by the terms and conditions stipulated therein.

Name (Please print):	
Signature:	Date:



DESIGNATED AREA MIGRATION AGREEMENT (DAMA) COORDINATOR GENERAL CONDITIONS OF EMPLOYMENT

TERMS AND CONDITIONS OF EMPLOYMENT:

The conditions of employment are generally in accordance with the Warrnambool City Council Enterprise Agreement. A copy of this document is available by contacting the Organisation Development Branch.

RESPONSIBILITIES OF ALL WARRNAMBOOL CITY COUNCIL EMPLOYEES:

In addition to the key responsibilities and duties specified in each Position Description, Warrnambool City Council EMPLOYEES MUST:

Staff Conduct and Ethical Standards

- Comply with the Staff Code of Conduct, Council Policy and procedures and any conduct principles for Council employees which may be prescribed in the Act from time to time.
- Not use for their personal gain or knowledge nor disclose any confidential information which may be acquired as a result of special opportunities arising out of their employment by the Council.
- Not make improper use of any information acquired as a result of employment to gain directly or indirectly a pecuniary advantage for himself/herself or for any other person or with intent to cause detriment to the Council.
- Not engage in any private practice (whether or not relating to activities within or outside the municipality) except with the specific permission of the Chief Executive, also being subject to the provisions of the Local Government Act 1989 (the **Act**).
- Carry out and perform the duties lawfully and to the best of their ability and judgment and to the satisfaction of Council management.
- At all times comply with the terms of the Enterprise Agreement and any Industrial Instrument;
- Devote their whole time and attention to their duties during the hours reasonably required to properly perform their Duties.
- Carry out all lawful instructions and directions of Council management.
- Promote the aims and objectives of the Council.
- Immediately report any actual or potential misconduct (including actual or potential breach of any laws) by any other employee of the Council.
- Disclose through their line manager any facts, information or circumstances which may give rise to a conflict between the employee's interests and the interests of the Council.
- At all times comply with the provisions of the Act and any other legislation applying to matters within the scope of the employee's employment.
- Ensure information obtained through employment with the Warrnambool City Council remains confidential and therefore cannot be discussed with any outside individuals or organisations, without Council consent. The confidentiality of Council information remains binding even following completion of service with the Warrnambool City Council.

Customer Services Standards

- Promote Council's customer service charter and comply with Warrnambool City Council Customer Performance Standards.
- Provide a consistently high level of service to our customers in a prompt and pleasant manner.
- Ensure accurate and prompt registration of all customer requests within the Warrnambool City Council request system and respond to assigned requests within a prescribed timeframe.
- Maintain the highest ethical standards and confidentiality in dealing with our customers and each other.
- Develop individual skills and knowledge that will better serve our customers.

Occupational Health & Safety/Risk Management

- Comply with all policies, procedures, directions and safe systems of work on Health & Safety; ensuring you behave at all times in a manner so as not to endanger yourselves or any other person (whether that be a colleague, a supplier, a contractor or a member of the public).
- Report all accidents, hazards, near misses and other OHS issues to your immediate supervisor and consult with management through accepted channels.
- Observe and comply with Council's Risk Management Policy, procedures and processes.

Equal Employment Opportunity and Diversity

- Demonstrate an awareness and understanding of state and federal equal opportunity laws
- Demonstrate commitment and understanding of Access and Equity principles as they relate to provision of government services
- Advocate and foster harmonious, connected communities, recognising the community's values and celebrated differences through mutual respect, understanding and sense of belonging.

Learning & Development

- Identify training and development needs through the Annual Appraisal System for yourself and any staff you directly supervise, and participate in corporate training.
- Participate fully in the Staff Performance Management System, Recruitment and Induction processes.
- Participate in employee feedback surveys, continuous improvement, corporate and professional development programs as requested.

Information Technology & Records Management:

- Observe and comply with all applicable laws relevant to Public Records, Council's Records Management Policy and Council's IT and electronic resources.
- Ensure consistent and sound records management processes and practices that maintain reliability and authenticity of records from their creation or receipt, through their effective use, to disposal or preservation as archives.
- Maintain an awareness of and adhering to the Records Management Policy, including your responsibilities under the Privacy & Data Protection Act and the Freedom of Information Act
- Ensure appropriate and effective use of relevant software systems (appropriate level of training provided)
- Not use Council IT systems and electronic resources
 - for excessive or unreasonable personal use;
 - to view or distribute unlawful material, or material which may be regarded as offensive or inappropriate; or
 - to copy, disclose or use material in breach of the Staff Code of Conduct or your employment agreement.

NB: The Council may at any time access, monitor, log and record any communication or information developed, used, received, stored or transmitted by an employee using the Council's resources, including Council's IT Systems. Filtering systems are installed in the Council's IT Systems which restrict the inward and outward flow of certain types of material, including emails and viruses. Accordingly, some email traffic may be blocked.

By agreeing to the terms of employment, an employee gives consent to the Council to carry out computer surveillance and the Council monitoring the employee's use of the Council's IT Systems and electronic resources, either at the Council's premises or at any other place.

Emergency Management

- As part of the duties associated with this position, you may be expected (within reason) to assist in dealing with an emergency situation, should one arise, affecting the operation of Council and/or the wellbeing of the community

Sustainability

- Incorporate Warrnambool City Council's sustainability objectives and targets into projects, programs and services.

- Within the the scope of their position complete with sustainable principles when procuring goods and services on behalf of Council.
- Promote and participate in a culture of sustainability.

Warrnambool City Council's Staff Code of Conduct and other Council policies and procedures are accessible to employees via Council's intranet (Noticeboard) or by contacting Human Resources.

ANNUAL STAFF PERFORMANCE REVIEW PROCESS

Staff participate in an Annual Staff Performance Review which is undertaken in June/September. The Review comprises as a minimum assessment of the following:

- Meeting of established performance objectives.
- Acquisition and satisfactory utilisation of new or enhanced skills.
- Satisfactory service according to Council criteria.
- Review of salary grading based on adopted remuneration management system.

MINIMUM EMPLOYMENT PERIOD:

This position is subject to a minimum employment period (6 months qualifying) during which time the employee's suitability for ongoing employment will be assessed.

LEAVE ENTITLEMENTS:

Annual leave is four weeks per annum. Long service leave is pro-rata after 7 years' service. Sick leave is twelve days per annum on full pay (cumulative). Entitlements are pro-rata for part-time employees.

Please note leave entitlements are not available to those employees who are paid a loading in lieu of sick leave and annual leave.

SUPERANNUATION:

The Council is required to make a statutory contribution to the scheme for the employee's benefit. The employee may also make a contribution. Since 1st July 2014 the statutory contribution is 9.5% of the annual salary.

The Council's Enterprise Agreement provides that:

The Warrnambool City Council shall continue to be a participating employer in the Vision Superannuation Fund (the Defined Benefits Scheme and/or LASPLAN) in accordance with the provisions and requirements of the Vision Super Fund Trust Deeds.

The Warrnambool City Council will also be a participating Employer of HESTA and any Registered Nurse may elect to have their Employer's superannuation funds paid into HESTA.

The Council shall contribute to the above fund(s) in accordance with the Superannuation Guarantee Act 1992, on behalf of each employee.

RESIGNATION/TERMINATION:

Subject to the provisions of the Local Government Act 1989 and Warrnambool City Council's Enterprise Agreement, termination of employment shall be effected by notice in writing by either party.

SMOKING:

Smoking is not permitted in or close to Council owned and/or managed buildings and also in Council vehicles, including plant.

EMPLOYEE BENEFITS:

Council provides support and facilities to enable staff to achieve a realistic work and life balance. In particular we offer the follow employee benefits (many of which are part of Council's Enterprise Agreement):

- Training and career development opportunities including study assistance
- Salary sacrifice arrangements (superannuation and pool/gym membership)
- Flexible leave and work arrangements
- Paid maternity and paternity leave
- Corporate Health & Wellbeing Program
- Corporate Health Insurance Program
- Active Social Club
- Employee Assistance Program – free counselling and support
- Discounted pool/gym memberships

PRIVACY & DATA SECURITY ACT INFORMATION

The personal information requested in your application is being collected by the Council for recruitment purposes. The personal information will be used solely by the Council for that primary purpose for which it was collected or a purpose the person would reasonably expect. If this information is not collected your application will not be processed. The incumbent understands that the personal information provided is for recruitment purposes and that he or she may apply to the Council for access to and/or amendment of the information. Requests for access and or correction should be made to the responsible officer and/or the Privacy Officer.

I further understand that only information which may assist me gain employment or assess my suitability for employment will be sought from the referees, and that such information will be handled in accordance with the Warrnambool City Council Information Privacy Policy and Victorian Privacy & Data Security Act 2014, including the provision of access to that information.

RIGHT TO WORK IN AUSTRALIA

You must either be an Australian citizen; or have permanent residence status; or have an appropriate visa issued by the Department of Immigration and Citizenship that entitles the employee to work in Australia.

INTERVIEW:

Applicants should be prepared to attend a personal interview, if required.

PRE-EMPLOYMENT MEDICAL EXAMINATION / FUNCTION CAPACITY EXAMINATION

You may be required to undertake a pre-employment medical examination to ensure that you can safely undertake all of the duties and tasks detailed in this Position Description. For some physical or outdoor positions an additional functional capacity examination may be required.

FIT 2 WORK CHECK (POLICE CHECK) / WORKING WITH CHILDRENS CHECK:

Applicants may be required to undergo a Fit2 Work Check and/or Working with Children's Check prior to commencement in a position and may be required (by law or by Council) to maintain and periodically renew their "check" (The requirement will be specified in the Position Description)

DRIVERS LICENCE:

Applicants may be required to hold a current drivers licence (prior to commencement in the position) to fulfil the inherent requirements of this role as specified in the position description.