

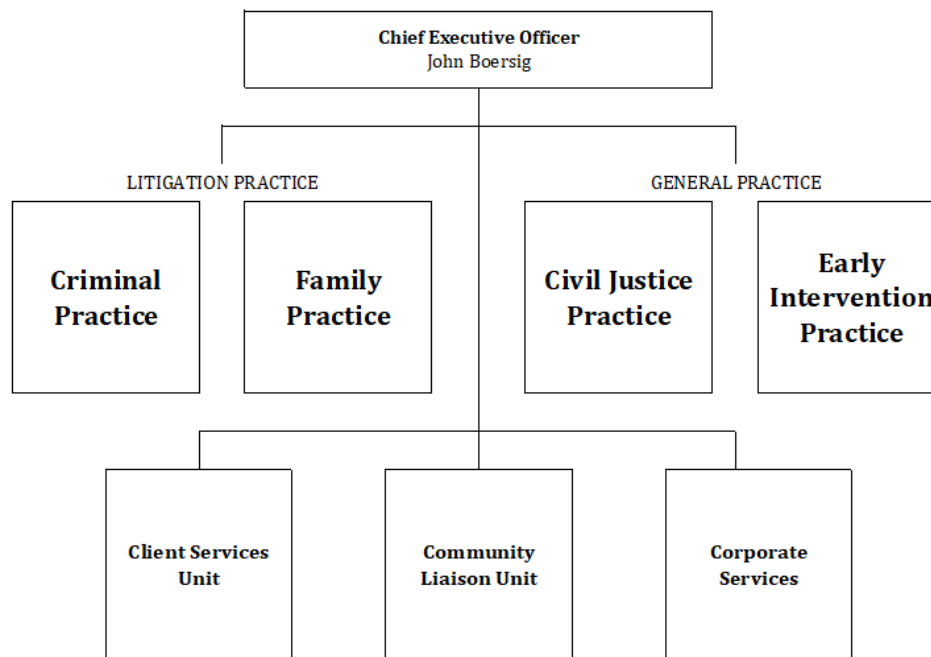
Position Title	Migration Agent
Classification	ASO4 / ASO5 / ASO6
Responsible to	Experienced Lawyer or Senior Lawyer
Number of direct reports	Nil
Number of indirect reports	Nil

Legal Aid Commission (ACT) (Legal Aid)

Legal Aid was established under the *Legal Aid Act 1977*. Its mission is to promote a just society in the Australian Capital Territory by:

- ensuring that vulnerable and disadvantaged people receive the legal services they need to protect their rights and interests
- developing an improved community understanding of the law, and
- seeking reform of laws that adversely affect those we assist.

Further information about Legal Aid can be found at <http://www.legalaidact.org.au>



Legal Aid Migration Practice

Legal Aid has four (4) in-house legal practice areas (Criminal, Family, Civil Justice and Early Intervention) and three (3) support areas (Corporate Services, Community Liaison Unit and Client Services).

The Migration Team sits within the Civil Justice Practice and provides advice duty and representation services in relation to humanitarian visas and related matters.

Position Dimension and Relationships

Migration Agents undertake a range of work by providing immigration assistance in preparing and lodging visa applications and reviews in the Administrative Appeals Tribunal (AAT) or Administrative Review Tribunal (ART).

Migration Agents can be expected to conduct outreach service in community centres or venues.

Migration Agents are supervised by a lawyer, with regular training and career development opportunities.

Essential Duties and Responsibilities

Under supervisory direction, the Migration Agent will:

- Represent Legal Aid in a professional manner by upholding the ACT Public Service Values
- Provide immigration assistance at face-to-face interviews, virtual or by telephone as required
- Provide information, referrals and minor assistance to clients including preparation and lodging of visa applications
- Provide outreach services established by Legal Aid and provide visa advice and other services as required
- Conduct migration and visa work on behalf of disadvantaged clients
- Appear, as appropriate, for clients in applications and hearings before at the AAT or ART
- Assist in the delivery of community legal education
- Contribute as appropriate in the preparation of submissions and responses to law reform
- Be responsible for applying WHS to daily tasks performed in the workplace, report all matters beyond your authority and take all practical measures to ensure that your workplace is safe and without risk to health or property
- Comply with all Legal Aid ACT policies and procedures
- Perform other duties as directed, consistent with the classification level of the position and in line with competencies

Selection Criteria**Essential:**

1. Registration with, or eligibility for registration with the Office of the Migration Agents Registration Authority (OMARA)
2. Good knowledge of Commonwealth Migration law and procedure including ability to research and interpret a variety of legislation and policy
3. Highly developed written and oral communication skills and the ability to conduct visa application and review matters with limited supervision
4. Initiative, sound judgement and the capacity to respond to requests for assistance in urgent matters while working in a team environment
5. Ability to work with people experiencing physical or mental illness, and people from disadvantaged or culturally and linguistically diverse backgrounds

Desirable:

1. Minimum three years' experience as a Registered Migration Agent
2. Experience with humanitarian visas