



An Australian Government Initiative



Regional
Development
Australia

ORANA

RDA Orana Migration Officer

Join our team

Location: Dubbo

Employment type: Full-time or Part-time

Salary: Negotiable

About Regional Development Australia Orana

Regional Development Australia (RDA) Orana is part of a national network committed to regional development through leadership, innovation, and collaboration. We enhance the economic, social, and environmental sustainability of the 12 Local Government Areas of Orana region.

Based out of The Exchange Orana on Macquarie Street, Dubbo, RDA Orana offers a flexible workplace that supports team members in balancing their professional and family commitments.

About the role

The Migration Officer plays a crucial role in addressing workforce shortages and supporting regional economic development. The Officer is responsible for overseeing the implementation and management of the Orana **DAMA (Designated Area Migration Agreement)**. The Officer will also research and provide a broad range of data to inform prospectus, grant and funding applications. This role involves coordinating with stakeholders, facilitating the migration process for skilled workers, research and data gathering, and ensuring compliance with relevant regulations.

RDA Orana is the Designated Area Representative (DAR) for the Orana DAMA for the Orana Region. Learn more about migration and the Orana DAMA by visiting www.rdaorana.org.au/migration/dama

Key Responsibilities:

- Management and coordination of DAMA processes, including:
 - Responding to phone and email enquiries
 - Consult with the applicant throughout their application process
 - Follow the RDA Orana DAMA process
 - Assist with the completion of the assessment of DAMA endorsement under Orana DAMA
 - Conduct site visits and integrity checks of the applicant where necessary.
- Research and data collation, including:
 - Collecting, analysing and presenting findings of data and information to meet regional needs including demographic and economic data to inform investment and prospectus decision making
 - Maintain datasets efficiently to meet RDA Orana needs such as Regional and LGA profiles relating to social, economic and environmental indicators
 - Report writing, presenting information and application drafting.

Experience:

- **Strong organisational and time management skills**, with the ability to handle multiple tasks and priorities to meet deadlines, with strong attention to detail and process.
- **Excellent communication and interpersonal skills**, with the ability to engage with diverse stakeholders.
- **Knowledge of Australian immigration policies and regulations**, including experience with the DAMA process desirable but not essential as training will be provided. Perhaps you have personal experience with this process or working knowledge from previous employment.
- **Experience in migration management** with an understanding of the DAMA framework is desirable, but not essential as training will be provided.
- **Proficiency in data management and reporting tools**, with strong analytical skills. Experience with Hubspot is desirable, but not essential as training will be provided.
- **Ability to work independently and as part of a team**, with initiative and problem-solving abilities.
- **Familiarity with the Orana region's economic and workforce needs** is desirable but not essential.
- **Native or Proficient English language ability** is essential.

What We're Looking For:

- **Attributes:** Problem-solver, proactive, process-oriented, personable and collaborative.
- **Skills:** Effective communication, attention to detail, planning, and customer service orientation.
- **Commitment:** Strong dedication to program values and community knowledge.

Apply Today

Apply by submitting a current resume (maximum 3 pages) and cover letter (maximum 1 page) that outlines your skills and experience relevant to the role to: ceo@rdaorana.org.au

Application Closing Date: 5.00pm 6 January 2025.

If you are interested in the role and would like more information, please contact:

Justine Campbell, CEO Regional Development Australia Orana, phone 0409 851 488 or email: ceo@rdaorana.org.au