



Position Description

Immigration Integrity Officer – LE 3

Immigration Integrity Unit – Americas Region

Agency	Department of Home Affairs
Title	Immigration Integrity Officer
Classification	LE3
Section	Immigration – Visa & Citizenship Management
Reports to (title)	Principal Migration Officer – Integrity – Americas Region
Salary	CLP 1,071,467 (gross) salary per month

About the Department of Home Affairs

The Department of Home Affairs was stood up on 19 December 2017. The portfolio brings together Australia's federal law enforcement, national and transport security, criminal justice, emergency management, multicultural affairs, immigration and border-related functions to keep Australia safe.

The Department plays a vital role in anticipating, planning and responding to threats, and in contributing to Australia's prosperity. It is central to how the Australian Government responds to terrorism, cyber threats and tackles organised crime; works internationally to manage the migration and humanitarian programs, facilitates trade and travel, and manages responses to natural disasters.

The immigration arm of the portfolio manages the lawful entry of persons, on a temporary and permanent basis, as well as Australian citizenship. The visa and citizenship programs are delivered by processing posts globally and in Australia. A critical component of visa program delivery is immigration integrity and anti-fraud measures.

About the position

The Immigration Integrity Officer (IIO) is part of the Americas Integrity Unit and is a regional resource reporting to the Principal Migration Officer Integrity (PMOI) for the Americas. The IIO's primary focus is to interrogate systems and assist in the analysis of data to identify patterns of organised fraud and exploitation of the visa program.



Fraud in immigration can be perpetrated by organised criminal groups, opportunistic individuals, or driven by political and economic instability. Consequently, the position requires an understanding of the political and socio-economic environment across Central and South America, as well as knowledge of the Australian immigration context. The position involves translating documents between Spanish and English. The IIO will be required to undertake travel to interpret for the PMOI at official engagements.

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

- Collating data and interrogate systems to report on trends in visa program across the region.
- Assisting in data analysis and preparation of reports.
- Monitoring country information and conduct open source checks.
- Collaborating with immigration and anti-fraud counterparts of the US, UK, NZ and Canadian missions in Central and South America.
- Building relationships with key officials in relevant ministries in Central and South America – in particular Immigration, Customs and Police.
- Translating documents between Spanish and English and interpreting at official engagements.
- Providing a range of administrative support for the Americas Integrity Unit, including booking travel and accommodation, preparing financial expenditure documents, arranging meetings, and taking minutes.

Qualifications/Experience

- Knowledge of Australia's immigration and border protection legislative framework and processing environment.
- Superior organisational skills and the ability to work with limited supervision to meet multiple objectives in a time pressured environment.
- High level of proficiency with a range of systems and applications, in particular Excel.
- Excellent written, oral and interpersonal communication skills.
- Excellent interpreting and translating skills in Spanish and English.
- Ability to work effectively in a small team, including maintaining a positive attitude, and demonstrated initiative, reliability and flexibility to undertake varied tasks.