

Senior Assessor - Skilled Migration Services

Position Description

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Position title: Senior Assessor	
Effective date: September 2020	Location: Canberra
Position level: ANMAC Level 6	Work area: Skilled Migration Services (SMS)
Reports to: Manager SMS	Employment type: Full-time ongoing
About ANMAC	<p>The Australian Nursing and Midwifery Accreditation Council (ANMAC) help protect the health and safety of the community by promoting high quality standards for nursing and midwifery accreditation.</p> <p>ANMAC also assess the skills of nurses and midwives who want to migrate to Australia under the General Skilled Migration category.</p> <p>ANMAC has been contracted to provide executive and secretariat support to the Australasian Osteopathic Accreditation Council (AOAC).</p> <p>ANMAC owns a subsidiary titled Health Education Services Australia (HESA) which provides consulting services to the health education sector.</p>
ANMAC Vision	ANMAC help protect the health and safety of the community by enabling a high performing nursing and midwifery workforce by delivering high-quality education accreditation and assessment services
ANMAC Values	Integrity; Lifelong Learning; Accountability; Inclusiveness and Excellence
Equal Opportunity Employer	ANMAC is an equal opportunity employer committed to providing a working environment that embraces and values diversity and inclusion. Aboriginal and Torres Strait Islander applicants are encouraged to apply.
Role Overview:	Working closely with the Manager, SMS, the Senior Assessor is responsible for the delivery of administrative and assessment support to the SMS team along with oversight of the skills assessment process.
Collaborative Relationships:	Working collaboratively as a senior member of the SMS team
Supervisory Responsibilities	Assessors and Assessment Support Officer
Remuneration:	ANMAC Level 6

Essential requirements

- Current registration with AHPRA as a registered nurse
- Minimum of 5 years clinical experience in Australia as a registered nurse.

Desirable requirements

- Experience in customer-centred environments
- Understanding of the nursing education environments in Australia and overseas.

Selection Criteria

1. Comprehensive knowledge of nursing and midwifery practice and awareness of current and emerging issues and trends, nationally and internationally.
2. Well-developed strategic thinking and analytical skills, and experience in developing solutions for specific issues.
3. Excellent interpersonal and communication skills, including the ability to consult, negotiate and liaise effectively with a diverse range of stakeholders.
4. Demonstrated capacity for initiative and the ability to work autonomously to plan, organize and set priorities within time constraints.
5. Demonstrated experience in developing policies, guidelines, and procedures.
6. Strong knowledge of information and document management systems.
7. Demonstrated ability to balance the need to work independently and as part of a team as the various work may require.

Key responsibilities

1. Manage the daily assessment targets, including completing assessments and reviews.
2. Work collaboratively with the SMS team on current and emerging priorities.
3. Coordinate timely communications between SMS and applicants, migration agents and the public.
4. Check the quality and accuracy of assessment documentation.
5. Assist the Manager to develop policies, guidelines and processes.
6. Assist the Manager with data and performance reporting.
7. Assist the manager in providing induction training and support to the SMS team as required.
8. Other duties and projects as directed by the Manager SMS and commensurate with the scope and classification of the position.
9. Actively participate in and contribute to the principles and practices of ANMAC Work Health and Safety and workplace diversity.