

# Assessor – Skilled Migration Services (SMS)

## Position Description

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<b>Date developed:</b>	October 2012	<b>Date last updated:</b>	February 2017
<b>About ANMAC</b>	<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. ANMAC has been contracted to provide executive and secretariat support to the Australasian Osteopathic Accreditation Council (AOAC).</p>		
<b>ANMAC Vision</b>	<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>		
<b>ANMAC Values</b>	Integrity, Learning, Accountability, Inclusiveness, Excellence		
<b>Role Overview:</b>	<p>The essential components of the role of Assessor – Skilled Migration Services (SMS) are:</p> <ul style="list-style-type: none"> <li>• Accurately and efficiently completing the assessment of skills applications from internationally qualified nurses and midwives for migration purposes.</li> <li>• Ensuring and providing quality service to external and internal customers.</li> <li>• Providing high quality SMS administrative support, and administrative support as required across the organisation.</li> </ul>		
<b>Reporting Relationships:</b>	<ul style="list-style-type: none"> <li>• Manager, SMS</li> <li>• Business Manager</li> </ul>		
<b>Collaborative Relationships:</b>	<ul style="list-style-type: none"> <li>• Working as a member of the SMS team</li> <li>• Contributing to the values, culture and team-spirit of the broader organisation.</li> </ul>		
<b>Employment Type:</b>	Permanent full-time		
<b>Supervisory Responsibilities</b>	Not applicable		
<b>Classification:</b>	ANMAC Level 4/1		
<b>Remuneration:</b>	Salary \$70,691.59		
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Certificate III in Business Administration or equivalent</li> <li>• Desirable additional tertiary qualifications in clerical skills;</li> </ul>		

	<p>and/or</p> <ul style="list-style-type: none"> <li>Administrative duties experience in a health-related organisation.</li> </ul>
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### Essential Selection Criteria

1. Demonstrated experience in general administration processes and procedures, including maintenance of confidential customer files.
2. Ability to communicate clearly and effectively, both verbally and in writing.
3. Strong organisational and time management skills with the ability to prioritise and multi-task.
4. Strong attention to detail.
5. Strong listening skills and proven ability to interact effectively with a range of customers, including people from culturally and linguistically diverse (CALD) backgrounds.
6. Strong customer service experience and a demonstrated drive for excellence with respect to interacting with customers.
7. Proven ability to initiate and/or implement solutions in order to ensure that an excellent standard of service and a high level of customer satisfaction is maintained.
8. Demonstrated capability in the use of a range of computer based applications, search engines and data management systems.
9. Capacity to balance the need to work independently and as part of a team as the various work may require.
10. Evidence of capacity to embrace change by demonstrating initiative, adaptability and flexibility.
11. Evidence of a commitment to the principles and practices of workplace health and safety, industrial democracy and workplace diversity.

### Key responsibilities

1. Assess the qualifications of people applying for a skills assessment for migration purposes in the categories of Registered Nurse, Enrolled Nurse and Registered Midwife.
2. Liaise with applicants, migration agents and stakeholders regarding the progress of individual applications and ANMAC skills assessment procedures.
3. Maintain detailed awareness of qualifications required for international nurses and midwives to register to practice in Australia, and general awareness of qualifications and trends in nursing and midwifery internationally.
4. Liaise with the Manager SMS as needed concerning application and assessment requirements.
5. Provide administrative assistance to SMS including handling incoming and outgoing correspondence/inquiries and records management.
6. As required, support the review and implementation of new operational processes and guidelines.