



An Australian Government Initiative



Regional
Development
Australia

ORANA

RDA Orana Migration Officer

Job description

December 2025

Position Title: Migration Officer

Location: Orana Region, New South Wales

Reports To: CEO

Employment Type: Full-time or 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.

Overview

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:

1. DAMA program management

- **Oversee the Orana DAMA**, including its implementation, administration, and ongoing management.
- **Coordinate with the Department of Home Affairs** and other relevant authorities to ensure compliance with migration policies and regulations.
- **Develop and maintain relationships** with employers, industry groups, and regional stakeholders to support the DAMA objectives.

2. Stakeholder engagement

- **Act as the first contact** for inquiries related to the Orana DAMA, including providing guidance and support to employers and prospective migrants.
- **Facilitate workshops and information sessions** for employers to educate them about the DAMA process, requirements, and benefits.
- **Establish and communicate procedures** that enable employers to meet the DAMA requirements easily.
- **Collaborate with local councils, industry bodies, and community organisations** to promote the DAMA and address workforce needs.

3. Application and compliance management

- **Manage the application process** for DAMA endorsements and nominations, ensuring all submissions meet the required criteria and documentation.
- **Monitor and report on compliance** with DAMA conditions, including ensuring employers adhere to their obligations under the agreement.
- **Assist employers with compliance issues** and provide support to resolve any challenges related to the DAMA.

4. Workforce development and planning

- **Identify and assess regional skills shortages** and workforce needs to inform the DAMA's focus and priorities.
- **Develop strategies** to address identified skills gaps through the DAMA, including identifying target occupations and industries.
- **Work with educational institutions and training providers** to align local training programs with the needs of employers and DAMA requirements.

5. Data management and reporting

- **Maintain accurate records** of DAMA activities, including applications, approvals, and compliance checks which might include site visits.
- **Prepare and present reports** on the DAMA performance, including metrics related to migration outcomes, employer satisfaction, and regional impact.
- **Analyse data** to assess the effectiveness of the DAMA and identify areas for improvement.

6. Policy and procedure development

- **Develop and update policies and procedures** related to the Orana DAMA to ensure alignment with current regulations and best practices.
- **Provide input on policy development** to address regional migration and workforce challenges.

7. Advocacy and promotion

- **Promote the Orana DAMA** to potential migrants, employers, and other stakeholders through various channels, including marketing materials, social media, and community events.
- **Advocate for the region's needs** and work to secure additional support or resources as required.

8. Continuous improvement

- **Stay informed about changes** in immigration policy, workforce trends, and regional development issues to ensure the DAMA remains effective and relevant.
- **Seek feedback from stakeholders** and use it to improve the DAMA's processes and outcomes.

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.

Work environment:

- **Dynamic and collaborative environment** focused on addressing regional workforce needs and supporting economic development.
- **Flexible workplace** that supports team members in balancing their professional and family commitments.
- **Occasional travel** within the Orana region and to other locations as required for stakeholder engagement, integrity checks and events.

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