

**Redfern Legal Centre**  
**Job Description**  
**Migration Advisor – International Students**

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<b>Accountability</b>	Chief Executive Officer
<b>Supervision</b>	Principal Solicitor
<b>Last reviewed</b>	September 2021
<b>Client/target group(s)</b>	International Students in NSW
<b>Scope</b>	This document provides the broad parameters of the position and should be read in conjunction with the Annual Work Plan.

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**Preamble**

Redfern Legal Centre promotes social justice through:

- providing free legal advice, legal services and education to disadvantaged people in New South Wales, and to groups who advocate for them
- participating in activities which reduce inequalities and defects in laws, the legal system, and administrative and social practices that impact on disadvantaged people.

**Statement of Shared Philosophy and Values**

To achieve its purpose, Redfern Legal Centre:

- is committed to reducing social inequities and systemic barriers to people enforcing their rights
- works with clients so they can assert their rights
- focuses on preventative measures
- seeks new and better ways of providing legal services to its clients
- is flexible in its service so that it remains responsive to changing community needs
- involves the community in its service operation and development
- strives to be non-discriminatory in its service delivery
- advocates for the public interest through issues which affect the wider community or significant sections of the community
- maintains its political independence
- uses its resources efficiently and effectively
- seeks excellence in its operation and accountability to its community and funders

### **Common staff responsibilities**

RLC believes that all members of staff should contribute to the administration and development of the organisation. Along with all other staff, the worker may be required to:

- provide regular reports to management and staff meetings;
- attend and participate in staff meetings, policy and staff days;
- assist in the preparation of submissions and reports to funding bodies, as required, including the maintenance of statistics;
- liaise and network with other professionals in the area;
- carry out such other duties as may be reasonably required by the Management of Redfern Legal Centre.

### **Specific position duties**

The primary responsibility of the migration advisor is to provide migration advice and minor assistance to international students.

### **Advice/Casework**

The migration advisor will:

- provide migration advice in relation to student visas to international students;
- provide legal task assistance in relation to student visas to international students, such as:
  - VEVO checks;
  - visa application assistance; and
  - correspondence with education providers and the Department of Home Affairs.

### **Policy, Community Legal Education and Community Development**

The migration advisor will:

- represent the centre in meetings and other community activities;
- prepare and present education material for community organisations in this area as required;
- contribute to policy responses to systemic and law reform needs of international students as required.

### **Review of Job Description**

This job description shall not be varied without first being discussed with the worker. The worker may request of management and shall be granted a review of their job description at any time.