

## Candidate Information

<b>Position:</b>	Student Immigration Compliance Assistant
<b>School/Department:</b>	Academic and Student Affairs
<b>Reference:</b>	19/107098
<b>Closing Date:</b>	Friday 25 January 2019
<b>Salary:</b>	£27,831 - £32,236 per annum (potential to progress to £35,210 per annum through sustained exceptional contribution)
<b>Anticipated Interview Date:</b>	Friday 8 February 2019

### JOB PURPOSE:

To lead on the provision of professional administrative and business process support for the management of Tier 4 sponsor duties. To provide advice, guidance, training and audit support to Schools in relation to Tier 4 student compliance management.

### MAJOR DUTIES:

1. Lead on the management of the day to day administration of Tier 4 attendance monitoring, answering queries from academic Schools, following up queries about individual student enrolments and escalating particular concerns in relation to the University's sponsor duties.
2. Act as the first point of contact for Schools with queries in relation to the monitoring of student attendance, providing expert advice on the University's Attendance Monitoring Policy.
3. Under the direction of the Compliance Manager, or relevant Immigration Adviser, make enrolment reports to UK Visa and Immigration, through the Sponsor Management System, on individuals or groups of students.
4. Develop and manage standard operating procedures for the administration of queries in relation to compliance management, including the accurate management of student files, ensuring that they are 'audit ready' and compliant with OISC standards at all times.
5. Develop and manage standard operating procedures for the management of Right to Study checks, BRPs including correcting errors, and enrolment reporting throughout the academic year.
6. Provide regular management information to the Compliance Manager in order to assist with the institution's compliance duties and risk management.
7. Act as Secretary for the CAS Sub Group, drafting agendas, reports and minutes.
8. Take an active role in the development of business systems to support the accurate management of complex data through SharePoint, QGIS and the UKVI Sponsor Management System.
9. Take an active role in joint Human Resources and International Student Support internal compliance audits including the provision of administrative support, drafting audit reports and following up audit action plans.
10. Assist with the design and delivery of training for Schools and other internal colleagues in relation to the University's Tier 4 compliance duties.
11. Provide support to colleagues in ISS at particular pressure points in the year, including issuing CAS, completing Right to Study checks and overseeing the BRP error correction process.

### Planning and Organising:

1. Prioritise own workload within a general schedule of cyclical business activity to ensure that all sponsor duties for the enrolment and management of Tier 4 students are carried out in a timely way and compliant with UKVI requirements.
2. Work autonomously with minimal day to day guidance.
3. Plan and allocate work and responsibilities over the short to medium term with an awareness of longer term issues, in response to timescales and guidelines set down by the UKVI, ensuring that all deadlines are met and that work produced is of a high standard, using initiative and discretion.

### Resource Management Responsibilities:

1. People – Involved with training and supervising clerical colleagues as they undertake specific duties such as BRP corrections and CAS issue in turn providing a customer-focused service, taking responsibility to ensure enquiries are dealt with in a timely and appropriate manner, and to an appropriate standard.
2. Quality and Compliance – Provide specialist advice and support within own area of competence to assist other members of the team in undertaking their roles.

**Internal and External Relationships:**

1. Daily contact with students, line manager, work colleagues and other University staff in dealing with often complex enquiries/issues that require tact, discussion and negotiation.
2. Liaison with other University Offices, students and external bodies including UK Visa and Immigration, student placement providers and other HEIs where a student may be attending a programme while still sponsored by the University.
3. Recognised as main point of contact for attendance monitoring compliance.
4. Attend internal meetings and training events as a representative of International Student Support.

**ESSENTIAL CRITERIA:**

1. Degree plus two years' relevant experience OR A Levels/NVQ 3 or equivalent qualification in a relevant subject with five years of relevant experience.
2. Recent relevant work experience with responsibility for providing compliance advice in an agreed framework.
3. At least 1 year at a supervisory level with experience of managing, training and mentoring staff.
4. Experience on leading the development and implementation of business process review.
5. Experience producing written communication to set guidelines and standards and working in an environment with significant compliance to organisation and legal standards.
6. IT literacy and up to date knowledge of relevant computer packages and information systems.
7. Excellent oral and written communication skills.
8. Ability to work independently and as part of a team.
9. Organisational and time management skills and ability to plan and organise short/medium term activities and events.
10. Ability to assign tasks to others and be responsible for ensuring work is completed to the required timescales and standards.
11. Flexible, willing to adapt to new tasks and duties.

**DESIRABLE CRITERIA:**

1. 4 years' experience working in a compliance role.
2. Experience of supporting committees.
3. Experience of working in the Higher Education sector.
4. Involvement in the development and maintenance of online publications.
5. Knowledge of University structures, policies and procedures.