

# Job Description

<b>Post/Job Title:</b>	<b>Student Immigration Compliance and Advice Manager</b>
<b>Reference:</b>	<b>607</b>
<b>Faculty/Professional Service:</b>	<b>Academic Services</b>
<b>Group/Section:</b>	<b>Academic Registry</b>
<b>Location:</b>	<b>Any University location</b>
<b>Normal hours per week:</b>	<b>37</b> <i>Note: Flexibility will be required in order to ensure that key time scales and deadlines are met. Leave is restricted at peak periods and some evening and weekend work may be required to support specific activities.</i>
<b>Grade:</b>	<b>8</b>
<b>Accountable to:</b>	<b>Head of Academic Registry</b>
<b>Responsible for:</b>	<b>Student Immigration Compliance and Advice Team</b>
<b>Special Conditions:</b>	<b>This role is conditional on passing a background security check required to access the Home Office Sponsorship Management System.</b>

## Job Purpose

To lead and manage the University's student immigration compliance and advice function and oversee compliance with UKVI regulations for international students.

The role is responsible for:

- ensuring compliance with the university's student sponsor licence duties
- providing expert advice and guidance on student immigration to students and staff
- leading the development and management of effective systems and processes to ensure compliant data monitoring and reporting
- ensuring all policies, procedures and processes are compliant with UKVI regulations

The postholder is the primary university expert on all matters relating to BU's compliance with the UKVI regulations applying to student visas.

## Main Responsibilities

1. To manage all activities under the responsibility of the team, ensuring compliance with UKVI regulations, for example
  - Ensuring the provision of accurate specialist immigration advice to students in full compliance with IAA regulations
  - Provision of advice and guidance to staff on student immigration compliance and attendance monitoring requirements
  - Maintenance of accurate and up-to-date student immigration records and data
  - Timely record keeping and Change of Circumstance reporting on the Sponsorship Management System (SMS)
  - Regular auditing of compliance related records and data to ensure accurate and complete student records and documentation
  - Analysis and evaluation of data to enhance systems and processes
  - Support for international student registration and enrolment processes

2. To be the university's Key Contact for the Home Office and Level 1 user of the Sponsorship Management System (SMS). Responsible for accuracy and compliance of SMS reporting and the maintenance of the SMS user list.
3. To be responsible for submitting the annual Basic Compliance Assessment (BCA) and drafting the application for the annual Confirmation of Acceptance for Studies (CAS) allocation in consultation with key stakeholders including international recruitment.
4. To ensure compliance with the annual BCA, actively monitoring performance against thresholds, identifying risks and making recommendations on required actions to the UKVI Working Group, UKVI Compliance Group and University Executive team.
5. To maintain a register of key operational UKVI compliance risks, actively monitoring risks and proactively identifying mitigating actions.
6. To lead the development and implementation of policies, processes, procedures and record-keeping in relation to the UKVI student sponsor guidance and monitor updates in immigration legislation making any necessary changes to ensure the University remains compliant with its sponsorship duties.
7. To lead the development and maintenance of effective and appropriate systems, processes and reporting tools to ensure timely record keeping, monitoring and reporting on student visas and compliance requirements. Using knowledge of student record system data and compliance requirements work collaboratively with colleagues in Academic Registry (and others as appropriate) to identify data and reporting requirements to support future development needs.
8. To work closely with the Head of Admissions to ensure that admissions policies, procedures and processes relating to CAS issuance are compliant with UKVI requirements.
9. To provide authoritative expert advice on UKVI regulations and organisational compliance to the Authorising Officer and the University Executive team. Ensure the University Executive team and relevant stakeholders are informed of changes to immigration policy in a timely manner and advised on any implications for BU liaising with the university Authorising Officer as appropriate.
10. To develop and maintain a network of UKVI compliance professionals and use this to share and develop best practice and continually horizon scan to provide advance warning of upcoming changes to policy.
11. To represent BU and raise issues relating to immigration compliance at regional and national levels with the appropriate sector bodies including UKCISA, ARC, AISA and ICN. Respond to sector surveys and lead on the response to UKVI/Home Office consultations.
12. To design and deliver an ongoing training and development programme to ensure all staff across BU are aware of their specific obligations to support and ensure continued institutional compliance with UKVI and institutional requirements at all times.
13. To develop, maintain and monitor standard operating procedures and manage internal auditing to monitor compliance with UKVI and university requirements. Support effective decision-making and risk management through a data-led approach.
14. In conjunction with the Head of Academic Registry and the University's Authorising Officer, lead and coordinate the University's preparation for UKVI institutional compliance audit in respect of the student sponsor licence, ensuring a continued state of audit readiness.
15. To be proactive in seeking own continuing staff development and that of their team, to ensure that knowledge of university and legislative requirements (including immigration law and government policy) is up to date and that they keep abreast of changes and new developments in each area that may affect students.
16. To line manage the team including the recruitment and induction of new staff, managing and allocating workload, conducting appraisals, managing performance issues and identifying, developing and supporting appropriate staff development.
17. To be a member of the Academic Services Management Team and to contribute to the development and delivery of Academic Services strategic plans.

18. To contribute to the continuous improvement of Academic Services by identifying opportunities for process enhancements, to contribute to the development of performance measures and to regularly monitor performance against agreed standards.
19. At all times maintain appropriate levels of confidentiality, working within the requirements of the General Data Protection Regulation and the University's Confidentiality Policy.
20. Support BU wide events and activities e.g. Enrolment, Graduation, Open Days, External Audit.
21. Any other duties as may reasonably be required by your line manager or the Academic Registrar.

### **Contacts**

**Internal:** BU students, University Executive team, staff across Faculties and Professional Services, including Academic Services, Student Services, Planning, Global Engagement

**External:** UKVI, government agencies (UK and overseas), AISA, UUK, ARC, UCISA, ICN, prospective students, staff from other Higher and Further Education Institutions

### **Information Governance Responsibilities**

#### **Data User**

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

### **Safeguarding and Regulated Activity**

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an [offence to apply for](#) and perform the role, if a person is bared from engaging in regulated activity. Further information is available in BU's [Safeguarding Policy](#) and Suitability Statement on the Recruitment and Employment of Ex-offenders.

### **Additional Information**

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must, at all times, carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

# Person Specification

<b>Post/Job Title:</b>	<b>Student Immigration Compliance and Advice Manager</b>
<b>Reference:</b>	<b>607</b>
<b>Faculty/Professional Service:</b>	<b>Academic Services</b>
<b>SELECTION CRITERIA</b>	<b>Essential/ Desirable</b>

<b>Knowledge (including experience &amp; qualifications)</b>	
Educated to Degree or equivalent (Work experience will be applicable and can substitute for qualifications)	E
Expert knowledge of UKVI student sponsorship duties and UK immigration law and compliance in HE context	E
Knowledge and experience of delivering advice to IAA level 2 standard	D
Demonstrable experience of developing and reviewing systems and processes, identifying and implementing change	E
Experience of HE student immigration policy development and implementation	E
Experience of liaising with the UKVI	E
Experience of using student record systems to manage and maintain immigration related student record data at a confident and experienced user level	E
Experience of using the UKVI SMS as Level 1 user and managing staff access and training	E
Experience of leading a team to deliver excellent service in a complex environment	E
Line management experience including appraisals, objective setting, performance management	E
<b>Skills</b>	
Excellent analytical and decision-making skills with the ability to evaluate complex issues and provide appropriate solutions in the context of UK student immigration compliance	E
Excellent negotiating and influencing skills with the ability to interact effectively with a range of stakeholders including staff at senior levels and a range of external partners	E
Excellent written and verbal communication skills with an ability to write reports and present complex information in a concise manner	E
Excellent IT and data management and manipulation skills	E
Demonstrable ability to manage, understand and interpret complex processes and regulations and explain these to a wide variety of users in an effective way	E
Ability to quickly assimilate complex information and provide expert opinion/specialist advice	E
Ability to analyse, interpret and present data patterns in order to identify issues, follow trends and adjust service delivery.	E
Excellent understanding of the SMS and student record system data and ability to identify changes to data and reporting requirements	E
Ability to review, design, implement and evaluate processes effectively	E
<b>Attributes</b>	
Communicating vision clearly and enthusiastically to inspire and motivate others	E
Highly organised approach with the ability to plan and prioritise workload and consistently meet objectives and success criteria	E
Ability and willingness to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others	E
Ability to develop and maintain professional relationships of respect, trust and support with staff and students	E

# Person Specification

<b>Post/Job Title:</b>	<b>Student Immigration Compliance and Advice Manager</b>	
<b>Reference:</b>	<b>607</b>	
<b>Faculty/Professional Service:</b>	<b>Academic Services</b>	
<b>SELECTION CRITERIA</b>		<b>Essential/ Desirable</b>
Demonstrable resilience, able to keep calm under pressure, deal with difficult situations and logical approach to problem solving		E
Demonstrable ability to adjust to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.		E
A methodical approach to process; an aptitude for accuracy and attention to detail		E
Showing commitment to personal development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University.		E