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| Position / Job Title: | HR Compliance Officer (Fixed Term) |
| Duration if temporary: | Up to 12 months |
| Ref: | POSN107043 |
| Location/Building: | Studland House, Lansdowne Campus, but post holder is expected to work at various locations as required by the role |
| Faculty/Professional Service: | Human Resources and Organisational Development |
| Normal hours per week: | 37 (Full time) (Some flexibility will be required in order to ensure that key time scales and deadlines are met). |
| Grade: | 6 |
| Accountable to: | Compliance Manager |

Job Purpose

Based in the Human Resources team, the post holder will ensure that BU remains compliant with all external statutory and regulatory requirements e.g. Ofsted, acting as a source of expert advice and coordinating activities across university as it relates to the recruitment and employment of employees who deliver on the University Degree Apprenticeship provision, UK Visa & Immigration requirements, Disclosure & Barring Services and Care Quality Commission (CQC) Registration.

To lead, manage and provide guidance on organisational compliance with all recruitment and employment regulatory matters relating to employees who deliver on the University Degree Apprenticeship provision, including but not limited to: the Single Central Record; Safer Recruitment; Disclosure & Barring; monitoring compliant pre-appointment of new staff; mandatory training; implementation of a robust end-to-end employment framework; and working actively with key stakeholders to ensure good organisational awareness and understanding of requirements.

Under the direction of the Compliance Manager, play a key role in supporting immigration matters including sponsorship, overseas visitors and compliance with right to work under Prevention of Illegal Working.

To provide advice on complex matters, contribute to decision-making in enhancing the recruitment and employment framework. This will involve providing a quality service to all stakeholders, whilst improving efficiency and effectiveness of processes.

Main Responsibilities

1. Lead the development, implementation and ongoing management of the University's recruitment and employment policy framework to ensure compliance with Ofsted requirements for apprenticeship provision, including appropriate governance structures for oversight of the single central record.
2. Stay updated with changes in legislation and best practices, proactively incorporating these into the university's recruitment and employment compliance framework. Provide expertise for the HR Team and Organisation in relation to the statutory guidance, Keeping Children Safe in Education.

Assess changes to the statutory landscape and their impact on the work of the HR Team and inform the review of policy, processes and procedures as appropriate.

3. Be accountable for the Single Central Record as it relates to employees of the university. This includes proactive monitoring of accuracy of the records in line with statutory requirements.
4. Lead the development and ongoing monitoring of recruitment, selection and appointment processes across the university to ensure that we are compliant and meet Safer Recruitment requirements.
5. Design and deliver appropriate Safer Recruitment training and resources to ensure that policies and procedures relating to the apprenticeship provision and compliance are understood and implemented.
6. Act as a key point of contact for complex immigration and/or compliance queries, liaising with the UKVI and networking with other external agencies as appropriate, including representing BU and raising issues at a national and sectoral level with the Universities & College's Employers Association, Universities UK and other HEIs.
7. Maintain expert, authoritative, up to date knowledge of all aspects of skilled worker sponsorship compliance and to advise the Authorising Officer and Key Contact of the implications of any changes to immigration policy that may impact upon BU's A-Rated Sponsor Licence and/or employee recruitment and employment.
8. Promptly and accurately co-ordinate and administer all skilled worker applications including applications to ensure continued compliance with BU's Sponsorship duties.
9. Monitor and report sponsored employee activity related to immigration compliance in line with UK Visa & Immigration (UKVI) Service requirements, including all 'Employers Responsibilities' as defined within the UKVI.
10. Act as the first point of contact for overseas visitors visas, providing advice and guidance on available routes.
11. Undertake training and process improvement activity to ensure BU's continued compliance with the Immigration, Asylum and Nationality Act 2006 including prevention of illegal working in the UK.
12. Undertake an annual programme of audit in respect of immigration across the department and organisation.
13. Lead the development and implementation of an HR communication strategy and ongoing development programme directed at all levels and audiences to manage and mitigate risks linked to compliance in relation to the recruitment and employment of staff members.
14. Manage the university approach to disclosure and barring checks for staff, ensuring compliance with relevant legislation including the Rehabilitation of Offenders Act (ROA) 1974 (amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020)), and the DBS Code of Practice. This includes overseas criminal records assessment and checks.
15. Manage the university approach to CQC compliance required for our registration.
16. In conjunction with the Workforce & Resourcing Managers, ensure all pre-appointment vetting checks are completed and documented.
17. Identify and complete a wide variety of auditing and reporting tasks. This includes regular audit with regulations and requirements, promptly addressing any discrepancies or non-compliance
18. Act as a point of contact for external authorities, auditors, and regulatory bodies concerning apprenticeship compliance matters.
19. Represent the HR Team during audits and inspections, providing necessary documentation and information to demonstrate compliance
20. Consider and address business continuity requirements.
21. Develop and maintain key relationships with and providing information and advice to staff in accordance with the University's regulations, policies and procedures.
22. Deal with sensitive and confidential issues within the frameworks of the Data Protection Legislation and other professional and statutory guidelines.
23. Undertake such other duties commensurate with the level of post as may be required from time to time.

Contacts

Internal: HR & OD Team, all levels of staff across Faculties and Professional Services,

External: Candidates, Disclosure & Barring Service, Ofsted, CQC, relevant Professional, Statutory and Regulatory Bodies

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

We are committed to providing a safe environment for all students and staff. As this role may have contact with apprentices, the postholder must be familiar with our Safeguarding Policy and at all times comply with its requirements to safeguard and protect the welfare of young people and vulnerable adults. This includes attendance on relevant mandatory training.

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 barred 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.

March 2026



Person Specification

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| Position / Job Title: HR Compliance Officer (Fixed Term) | Position No: POSN107043 |
| Faculty / Service: HR&OD | Date: March 2026 |
| SELECTION CRITERIA | Essential / Desirable |
| Knowledge (including experience & qualifications) | |
| Graduate or equivalent intellectual capability/experience | E |
| Chartered Member of the CIPD | D |
| Proven and relevant track record in a compliance-focused role, preferably in Human Resources | E |
| Significant recent experience of implementing and embedding policy and procedures across large and complex organisations | E |
| Substantial administrative and advisory experience at a relevant level in a comparable role | E |
| Track record of interpreting and advising on complex policy | E |
| Experience of managing a single central record | D |
| Experience of overseeing immigration sponsorship and associated record keeping | D |
| Experience of overseeing disclosure and barring checks and associated decision making | D |
| Through and up to date knowledge of employment law and its implications for the remit of the role | E |
| Understanding of current policy developments in Higher Education and their implications on the workforce | D |
| Awareness of good data management practice and requirements e.g. Freedom of Information, Data Protection Legislation | E |
| Skills | |
| Strong attention to detail, analytical skills, and a methodical approach to record-keeping, audit and compliance monitoring | E |
| Well-developed interpersonal skills and style and the ability to influence at all levels of an organisation | E |
| Excellent written and verbal communication skills | E |
| Excellent excel and IT skills. | E |
| Attributes | |
| Positive attitude towards safeguarding | E |
| Ability to work within a broad strategic framework on personal initiative | E |
| Forward-thinking with the ability to innovate and enhance systems and approaches | E |
| Ability to develop and maintain professional relationships of respect, trust and support between all staff and students | E |
| Agile approach to work including a positive approach to learning and responding to feedback | E |
| Ability to work on own initiative and as part of a team | E |
| Ability to prioritise and work to tight deadlines | E |
| A methodical approach to process; an aptitude for accuracy and attention to detail | E |
| Commitment to ensuring equality and diversity | E |
| Strong service excellence ethos | E |