

JOB DESCRIPTION

Job Title:	Student Immigration Compliance Manager
Department:	Marketing, Admissions and International Office
Contract:	Full-time, permanent
Salary Range:	£37,467 - £38,587 per annum
Salary Grade:	SS7
Report To:	Director of Marketing and Admissions
Job Purpose:	To ensure the University is compliant with Home Office policy on immigration and that it fulfils its sponsor duties.
Main Duties & Responsibilities:	<ol style="list-style-type: none"> 1. To implement policies, systems and checks that enable the University to maintain compliance in all aspects of student immigration. 2. To be responsible for running and maintaining all compliance systems, including those for student attendance/academic engagement monitoring, with support from colleagues across the University. 3. Regularly monitor, review and adapt processes as required in response to internal and external factors, i.e. immigration legislation changes. 4. Coordinate the University's renewal application for its sponsor status through the Basic Compliance Assessment (BCA) and its sponsor licence. 5. Lead preparation for an audit from UK Visas and Immigration (UKVI) and to support with any associated activities, including any internal audit on compliance systems. 6. To have oversight of fees assessment and provide support to staff within Admissions and Finance responsible for assessing student fee status. 7. Provide support and guidance to colleagues to ensure that recruitment is compliant while also allowing the University to grow and enhance its recruitment of genuine international students where possible.

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	<ol style="list-style-type: none"> 8. Undertake pre-Confirmation of Acceptance for Studies (CAS) issuing checks on student immigration history. 9. Ensure that processes are in place for issuing CAS to continuing students and that these are compliant. 10. Ensure all records kept by the University on students who are subject to immigration control are compliant with Appendix D of the Sponsor Guidance. 11. Review and assess cases of all registered students in advance of their visa expiry and advise them as necessary. 12. To act as a Level 1 user using the Sponsor Management System (SMS) and the primary operational contact with the UKVI, undertaking reporting responsibilities to UKVI and to provide training to new SMS users on issuing CAS. 13. Ensure that information issued to students is up-to-date, accurate and provides clear advice on immigration compliance. 14. To ensure practice is in line with the requirements of the General Data Protection Regulations. 15. To commit to upholding the principles of Safeguarding and the PREVENT agenda. 16. Any other duties commensurate with the nature and grade of the post.
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PERSON SPECIFICATION

Post:	Student Immigration Compliance Manager	Weighted criteria
Experience:		
1	Sound knowledge of student immigration policy guidance and procedures.	
2	Detailed knowledge of other areas of immigration regulation.	
3	Significant experience of working in an advice/compliance role.	
4	Significant experience of working in or with the Higher Education sector.	
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Skills & Abilities:		
6	Excellent interpersonal skills and a customer focused approach.	
7	Highly developed analytical skills.	
8	Excellent written and communication skills, particularly the ability to convey complex information that needs careful explanation to a wide range of audiences.	
9	Ability to prioritise, organise and deliver against a changing regulatory background; ability to make independent decisions.	
10	Excellent IT skills.	
Education & Qualifications:		
11	Educated to degree level or equivalent.	
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Training & Professional Development:		
16	Record of relevant professional development, and willingness to engage in any further training deemed necessary.	
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Other:		
21	Flexible approach to work.	
22	An understanding of the principles of Safeguarding and the PREVENT agenda in the context of further and higher education.	
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