

JOB DESCRIPTION

Job Title:	Senior International Compliance Officer
Grade:	F
School/Service:	Academic Registry
Campus:	Docklands, Stratford, University Square Stratford
Responsible to:	Head of Student Immigration and Compliance
Liaison with:	Applicants, students, recent graduates, staff and UK and Overseas Agents, relevant external organisations

JOB PURPOSE:

- To work with line-manager to coordinate, plan and deliver our institutional response in relation to our sponsor duties under Tier 4 of the Points Based System.
- To lead and coordinate the day to day activities and processes of the International Compliance team and to maintain Tier 4 compliance across the institution and with applicants, students, recent graduates.
- To undertake specialist compliance case work requiring the ability to work at OISC level 2
- To identify, work within, and influence sector best practice through the International Compliance Network (ICN) and the UKCISA Code of Ethics.
- To support line-manager to develop and manage initiatives and processes to enhance our international compliance processes. The focus of the role is primarily in relation to Tier 4 but also includes policies and processes covering wider sponsorship duties including Short term Student, Tier 1(Graduate Entrepreneur), Tier 4 (Doctorate Extension Scheme) and other relevant visa routes.

MAIN DUTIES AND RESPONSIBILITIES:

- The following constitutes the major activities of this role but is not a comprehensive list of the duties required. All members of staff are expected to work as part of the Academic Registry team. The duties may vary from time to time, reflecting UEL's priorities, and changes in immigration policy, but do not change the general character of the role or the level of responsibility required.
- To deliver and maintain systems and processes which enable the university to comply with our sponsor duties and obligations under Tier 4. To regularly monitor, review and adapt these processes as required in response to internal and external factors, e.g. immigration legislation changes, SITS/SMS enhancement.
- To assess previous immigration history and undertake pre-cas checks of applicants and current students to assess who can study in the UK.
- To undertake complex compliance casework with international students with sensitivity, using specialist knowledge and researching relevant information from a variety of sources (immigration Rules, Tier 4 Sponsor Guidance, case history, UEL policies), and find appropriate solutions to complicated cases that optimise student experience, recruitment and retention whilst maintaining the university's Tier 4 sponsor licence.

- To provide advice, guidance and training to staff on compliance issues, including the preparation of training materials.
- To review and assess applicant and student compliance checks (pre-CAS interviews, immigration and study history checks) in order to ensure that the university meets the requirements of our Tier 4 Sponsor Licence, whilst maximising recruitment of genuine students and enabling students to complete their studies.
- To review and assess cases of all Tier 4 registered students in advance of their visa expiry, contact them for follow up, make recommendations and review complex cases with line-manager, as appropriate.
- To help prepare for an audit from UK Visas and Immigration (UKVI), or other external audit, and assist with the audit, including a review after each enrolment to check that all teams are meeting their record keeping obligations, e.g. admissions.
- To oversee the daily workload of the International Compliance Officers to ensure work is effectively progressed according to the resources available, and provide advice and guidance on complex cases.
- To oversee, review and monitor the monthly compliance planner in order to ensure compliance with our Tier 4 Sponsor Licence requirements and recommend changes as appropriate.
- Produce reports, e.g. Jasper, to monitor and track our Tier 4 and other compliance related activities and assign work accordingly to International Compliance Officers.
- To work closely with relevant teams, e.g. International Recruitment, International Admissions, International Student Advice, Language Centre, Student Records, Schools, to provide advice and guidance on Tier 4 compliance processes.
- To act as a Level 1 user using the Home Office's Sponsor Management System (SMS) and undertake reporting responsibilities to UKVI.
- Provide training to new members of staff on using SMS and assigning a Confirmation of Acceptance for Studies.
- To plan and deliver institutional processes for Leave to Remain CAS issuance.
- To undertake statistical analysis and produce reports in relation to meeting our Tier 4 Basic Compliance Assessment, e.g. Jasper reports, CAS Management Information reports produced by UKVI.
- To lead on projects such as the planning and implementation of the 'right to study' (visa checks) during enrolment and for all short courses, in line with UKVI requirements.
- To update the website in line with changes in legislation and UEL processes.
- To identify, prepare and deliver training to support staff to support students and work within the legal framework to enable them to make appropriate referrals to other teams as necessary.
- To keep up to date with relevant legislation and best practice across the sector and make policy recommendations in response to changes.
- To develop and maintain effective relationships with a range of colleagues and agencies internally and externally, e.g. UKVI, UKCISA, ICN, providing updates and recommendations to manager and team members
- To work between sites as required and on occasion to work in the evening and at week-ends.

- To work in accordance with and promote UEL's Equality and Diversity policies.

PERSON SPECIFICATION

EDUCATION QUALIFICATIONS AND ACHIEVEMENTS:

Essential

- Degree (A/C)

Desirable criteria

- Relevant postgraduate degree (A/C)

KNOWLEDGE AND EXPERIENCE:

Essential criteria

- Typically 2 years or more experience of working in an advice/compliance role in relation to the Tier 4 student visa route, and other student related immigration routes (A/I)

INITIATIVE AND PROBLEM SOLVING:

Essential criteria

- Ability to analyse complex legislation, policy and technical reports from a variety of sources and provide effective solutions to specialist case work (A/I)

DECISION MAKING PROCESSES AND OUTCOMES:

Essential criteria

- Ability to make independent complex decisions to ensure the university adheres to Tier 4 Sponsor Licence duties to support the maintenance of our Tier 4 licence (A/I)

PLANNING AND ORGANISING RESOURCES

Essential criteria

- Experience of planning and organising projects and events (A/I)

TEAMWORK AND MOTIVATION / TEAM DEVELOPMENT:

Essential criteria

- Ability to organise workload and clarify clear task objectives for team members and actively contribute to team morale (A/I)

COMMUNICATION

Essential criteria

- Ability to understand, summarise and convey complex information that needs careful explanation or interpretation to a range of different audiences, e.g. legislation or regulations (A/I)
- Excellent attention to detail and the ability to maintain work of high quality (A/I)
- Excellent IT skills including SITS (A/I)
- An understanding of equality issues within a diverse environment (A/I)

LIAISON AND NETWORKING

Essential criteria

- Experience of working across teams to build and strengthen working relationships and systems (A/I)

SERVICE DELIVERY

Essential criteria

- Experience of exploring and seeking ways to improve and adjust levels and quality of service (A/I)

OTHER ESSENTIAL CRITERIA

- Willingness to work flexibly and additional hours during peak periods to meet business goals; and to travel between University sites as required (A)

Criteria tested by Key:

A = Application form

C = Certification

I = Interview

T = Test