

Student Immigration Compliance Officer – Academic Registry – Grade E

Job Description

Purpose

To work within the team supporting the university in meeting its obligations as a student visa sponsor licence holder by providing administrative support in relation to processes and activities to enable compliance of visa requirements throughout the student journey.

To focus on ensuring the university's Student Engagement and Attendance Policy is upheld in relation to our UKVI sponsorship obligations through close management and reporting of attendance data and ensuring required escalation steps are adhered to in a consistent and timely manner.

To work collaboratively both within SICT, the wider Academic Registry and the Student Achievement Services to ensure the application of a consistent approach to monitoring and reporting takes place.

Duties

1. To run regular data reports and subsequently undertake analysis of reports to identify and monitor attendance of sponsored students at the university in line with UKVI conditions.
2. Ensure relevant escalation processes are followed in relation to identified students whose attendance falls below the thresholds expected.
3. Instigate and support the timely and effective reporting to UKVI in line with university obligations outlined in sponsor guidance.
4. Proactively escalate issues which are identified and make recommendations for process improvements.
5. To support in drafting of instructional documentation for other users of engagement systems to improve the quality of reporting data.
6. To support the identification of ways to change processes, systems and reporting to consistently and continually improve the overall quality of reporting data.
7. To communicate and work collaboratively with key stakeholders including Student Achievement Service, Student Services and Academic Schools on all matters to do with student immigration
8. To provide advice and guidance on immigration-based queries for stakeholders as required and in relation to this role.
9. To engage in on-going professional development, sector-wide networking relation to this role and develop specialist knowledge.
10. Undertake such other duties relevant to the grade as may be determined, from time to time, be the Immigration and Compliance Transformational Lead.

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Experience of working to consistently provide quality service and solutions (Application/Interview).
- Proven ability to work accurately and consistently under pressure (Application/Interview)
- Strong interpersonal skills and a cultural awareness for our student population (Application/Interview).
- Team working and collaborative working across different departments to improve processes and data (Application/Interview)
- A level or equivalent qualifications (Application/Interview)
- Excellent IT skills and competent software user (Application/Interview)
- Ability to deal with confidential data and confidentiality (Application/Interview)
- Excellent communication and interpersonal skills (Application/Interview)
- Demonstrable ability to adjust to unfamiliar situations, demands and changing roles, seeing change as an opportunity and being receptive to new ideas. (Application/Interview).
- Ability to develop and maintain professional relationships of respect, trust and support with staff and students (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Supporting all, Creating Opportunity and Being Proud, as a framework for decisions, actions and behaviours (Application/Interview).

Knowledge, Skills, and Behaviours (Desirable)

- Previous experience of working within an administrative function in a UK HEI (Application/Interview).
- Knowledge of statutory frameworks governing universities, such as data protection, data reporting (Application/Interview).
- Knowledge of immigration policy and procedures (Application/Interview).