

Deputy Head of UKVI Compliance

Faculty / Department:	Governance Legal Compliance	Grade:	<i>MA2: £45,581 - £49,545</i>
New appointees to Birmingham City University will ordinarily be appointed at the entry point of the appropriate grade			
Responsible to:	Head of UKVI Compliance	Responsible for:	N/A

Job Purpose

Under the remit of BCU's University Secretary, the UKVI Compliance Team makes a significant contribution to the University's goal to retain its Sponsor Licence status and meet its annual Basic Compliance Assessment (BCA) metrics.

Reporting to the Head of UKVI the post holder will be responsible for providing high quality and specialist support and advice to staff across the University on student immigration and compliance issues and on the day-to-day monitoring of Student Route Visa holders both at Birmingham City University and its partner Birmingham City University International College. The postholder will support the Head of UKVI to ensure compliance with UK Visas and Immigration requirements including development of process solutions. They will provide assistance with safeguarding BCU's Sponsor Licence and support the Head of UKVI in leading international student compliance at all University sites and partnerships and support with governance and risk frameworks to retain our Sponsor Licence.

Main Activities and Responsibilities

1. Support the Head of UKVI in providing strategic leadership and operational oversight of the retention of the University's Sponsor Licence.
2. Support the Head of UKVI in their role as key contact with the Home Office, (deputising where appropriate) to ensure that all required documentation and submissions are completed in a timely and accurate manner.
3. Act as a Level 1 user of the Home Office's Sponsor Management System (SMS) and provide training and guidance to new team members on the SMS.
4. Work alongside the Head of UKVI to develop and review policies and procedures where appropriate and ensure ongoing development of Home Office/UKVI compliance processes across the University.
5. Develop and maintain positive relationships and partnerships with teams across the University involved in the full student lifecycle of international students ensuring immigration compliance underpins all related processes.
6. Assist the Head of UKVI with the issuing of CAS to international students requiring further leave in the UK within the Home Office regulations and maintaining low visa refusal rates.
7. Monitor and evaluate progress against compliance metrics putting in appropriate mitigation as required and producing regular reports for senior management meetings including IRTC and

UEG.

8. Provide appropriate levels of support to the Head of UKVI with the delivery of enrolment across the University each year, ensuring the provision of a well-trained workforce, along with liaising closely with Delivery Services and other key departments as appropriate.
9. Work with the Head of UKVI to ensure that the University complies with Appendix D of the Sponsor Guidance in relation to the collection and retention of records for all Student Route Visa holders.
10. A key function of the role is to assist with the management of conducting Right to Study checks for all students subject to immigration control in the UK.
11. Maintain a comprehensive understanding of other immigration categories and keep up-to-date with non-immigration related developments within the HE Sector to facilitate contribution to a breadth of policies and procedures across the University.
12. Work closely with the Delivery Services Team responsible for maintaining the Student Record System (SITS) and other related IT systems to develop and maintain systems and ensure they underpin UKVI compliant procedures.
13. To maintain an up to date and expert knowledge of UKVI Student Sponsor Guidance and related issues to inform the institution's approach to compliance, liaising with and advising colleagues as appropriate.
14. Attend appropriate working groups and/or committees, in conjunction with the Head of UKVI, to ensure robust governance practice in relation to UKVI compliance, as well as proactively engaging on university committees and institutional groups and participating in project/working groups as required.
15. Work closely with the Head of UKVI to respond to external consultations regarding student immigration issues on behalf of the University.
16. Actively support regular audits to ensure compliance with regulations and policy and lead, in conjunction with the Head of UKVI, on any audits/inspections undertaken by Home Office/UKVI as well as periodic reporting to management and governors on the University's internal controls in this respect.
17. Participate in regular training, maintain professional networks, and keep abreast of changes in immigration law, regulations, and policy to ensure that policy changes are acted upon and that the highest standards of service and accuracy of advice to service users are delivered.
18. To use knowledge, experience and good practice feedback from the sector to influence University policy and procedural developments.
19. Work flexibly including, when required, during evenings and weekends undertaking any other duties, as required, relevant to the seniority of the role.

Person Specification	
Essential Criteria	Application Form / Support Statement / Interview
1. A degree or equivalent	Application Form /
2. Excellent networking and interpersonal skills	Support Statement / Interview
3. Able to communicate complex and conceptual ideas to a range of groups	Support Statement / Interview
4. Able to participate in and develop external networks	Support Statement / Interview
5. Flexibility to work at different premises across the University which may also involve working outside normal office hours	Interview
6. Good IT skills with proficiency in MS Office applications	Interview
7. Understanding of the rules and guidance relating to the Student Visa Route, as well as knowledge of immigration rules in a work setting	Application Form / Support Statement / Interview
8. Experience of providing data analysis and reporting at a senior level	Application Form / Support Statement / Interview
Desirable Criteria	
9. Knowledge of Home Office's Sponsor Management System (SMS)	Application Form / Interview
10. Experience of issuing CAS to international students	Application Form / Interview
11. Experience in a similar role	Application Form / Support Statement

- Application Form – assessed against the application form. Normally used to evaluate factual evidence e.g. award of a qualification. Will be assessed as part of the shortlisting process.
- Interview – assessed during the interview process by either competency-based interview questions, tests, work-related exercise, presentation and discussion, or teaching session etc.