

RAVENSBORNE UNIVERSITY LONDON

ROLE DESCRIPTION AND PERSON SPECIFICATION PROFESSIONAL AND ADMINISTRATIVE STAFF

Role Title: Head of Immigration Compliance

Service: University Secretary's Office

Pay Band: E

Reports to: University Secretary

Purpose of Role:

As Head of Immigration Compliance, you will lead and oversee the University's compliance with Home Office rules for both international staff and students. You will take responsibility for the smooth operation of the immigration compliance framework. You will act as an ambassador for good practice, being connected into the FE and HE immigration landscape and working with departments to adopt best practice.

Role Responsibilities

- Lead the development and maintenance of policies and procedures to ensure the University upholds its duties and responsibilities as a UKVI Licence Sponsor and that all aspects of its activities throughout a Student route visa student's lifecycle including marketing, admissions, English language offering, enrolment, course and graduation are fully compliant with UKVI requirements.
- Responsible for ensuring the university remains up-to-date with any changes to UKVI rules and guidance, and for disseminating that knowledge with key contacts within the university.
- Work with colleagues to promote awareness of immigration rules and provide guidance on developing and enhancing efficiencies in record management to support compliance objectives.
- Lead and ensure the timely submissions of the institution's annual applications for the renewal of its Student Sponsor and Skilled Worker Sponsor Licence, Basic Compliance Assessment and CAS allocation, collating the relevant data for inclusion in the returns.
- Work with HR colleagues and advise where necessary on Skilled Worker sponsor licence actions and compliance requirements.
- Plan and coordinate internal audits to ensure compliance with UKVI regulations and that the institution is prepared for any announced or unannounced UKVI HEAT compliance audit visit.

- Serve as the Key Contact and primary Level 1 user on the University's sponsor licence, receiving and disseminating information, working with the UKVI Premium Account Manager and other UKVI staff to resolve queries and provide evidence on continued compliance.
- Support the wider University in the application of UKVI rules (e.g. provide on the ground advice during enrolment; provide advice on Student route visa status on enrolment, status change (e.g. transfers, interruptions of study or withdrawal); attendance monitoring whilst on placement, etc.).
- Oversee the provision of immigration support to students, including immigration support to international applicants, current students and post-study visa students; oversee the issuance of student letters; deliver presentations to new and existing students on UKVI rules.
- Ensure reportable activity (such as student and institutional change of circumstances etc) is reported accurately and in a timely manner to UKVI using the Sponsorship Management System; maintain a database of all reports and respond to information requests from the UKVI in relation to sponsored Student route visa students.
- Actively engage with the University's policies regarding engagement and attendance and work with teams to ensure they are effectively applied, including through the provision of guidance and regular audit.
- Act as the main point of contact for staff at all levels within the institution (including the Executive Team) on matters related to the implementation of UKVI regulations and provide advice on strategic and operational UKVI compliance matters, including compiling a UKVI management information dashboard.
- Work within Ravensbourne's Code of Conduct and demonstrate Ravensbourne's values, including respecting equality and diversity.
- Perform such other duties consistent with the role as may from time to time be assigned, collaborating fully with others to get the work done and Ravensbourne's objectives achieved

Key working relationships:

Head of Registry
 Head of Admissions
 Head of Student Recruitment and Engagement
 Programme Administrators
 Head of HR
 Programme Directors
 Course Leaders
 Authorised Officer
 Home Office/UKVI/British Council

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Resources Managed Budgets: small budget Staff: the post-holder will recruit new team members towards the end of 22/23 academic year Other (e.g. equipment; space): n/a

Person Specification (Knowledge, Skills and Behaviours)	Essential	Desirable
<u>Core Personal Skills</u>		
Minimum Qualification Required: An undergraduate degree or equivalent professional qualification in a relevant subject	✓	
<u>Knowledge:</u> Significant experience of UKVI rules and providing immigration advice to students and staff in an HE setting. Experience of developing internal policies to support UKVI compliance. Experience of delivering training to students and staff on UKVI rules. Experience of managing and/or auditing student folders to ensure compliance with the Student route rules. Experience of working with registry systems, e.g. SITS and/or SEAts	✓ ✓ ✓ ✓	✓

Person Specification (Knowledge, Skills and Behaviours)	Essential	Desirable
<p>Customer focus and service Understands the relationship between provider and customer, and the expectations of the recipient of a service. Is able to identify all such relationships in which they are involved, and with an attitude of mind that places the needs of the customer first, provides a service that fully satisfies them.</p>	✓	
<p>Team working Works collaboratively and harmoniously within the team and more widely with all significant others to get the job done, to the satisfaction of all those involved.</p>	✓	
<p>Communicating and relating to others Communicates clearly orally and in writing, and in relating to others builds and maintains effective relationships openly and honestly, using every medium appropriately and with consideration for the audience, so that the messages (both ways) are understood and able to be acted upon.</p>	✓	
<p>Organising work Organises work for optimum effectiveness, using all the resources, tools and methods available, so that the objectives of the role, team and organisation are met.</p>	✓	
<p>Numeracy and Statistics Understands, uses and presents numerical information clearly and accurately, according to the requirements of the task in hand.</p>	✓	