

**Description and Person Specification**  
**Professional Services Staff**

**Job title:** UKVI Compliance Officer

**Department:** Compliance

**Pay grade:** 3

**Line Manager:** Head of Immigration Compliance

**Role Purpose:**

The UKVI Compliance Team operates across the university to ensure compliance with UK Visas and Immigration (UKVI) regulations in the interest of safeguarding the University's Sponsorship Licence regarding students subject to immigration control.

The UKVI Compliance Officer will provide a helpful and efficient first point of contact for guidance on University visa processes and policy, and duties essential to maintaining compliance with UKVI guidance and the Immigration Rules.

**Role Responsibilities**

- Support the Head of Immigration Compliance and other senior colleagues to ensure the University is fully compliant with its sponsorship licence duties, taking responsibility for overseeing duties and associated legal requirements.
- Maintain up-to-date knowledge of the student sponsor guidance issued by the Home Office, communicating technical information and legal requirements to staff at all levels in the University, ensuring their implications are understood and that these requirements are accurately reflected in University policies and procedures.
- Attend and engage regularly with specialist immigration training and development opportunities and assist with the training of other staff across the University.
- Generate extension Confirmation of Acceptance for Studies (CAS) to support visa applications for current students and support the admissions team in the issuance of CAS's for new students at peak times.
- Assist in the University's registration process/visa checks and ensure any missing documents are obtained in a timely manner.
- Support the Attendance and Engagement team with the monitoring and tracking of attendance and engagement for UKVI sponsored students.
- Provide immigration advice to prospective and current students.
- Manage e-mails, telephone calls and other enquiries in connection with UKVI compliance duties, ensuring that critical information in relation to the University's student sponsor licence is quickly conveyed to senior staff.

- Organise and maintain student sponsor files, ensuring that all the correct documentation is readily available in the event of an external audit.
- Devise and deploy internal 'mock' audits of Ravensbourne's compliance with its student sponsor duties, consistent with UKVI audit methodologies, advising staff of outcomes and making recommendations for improvement.
- Under the direction of the Head of Immigration compliance, ensure reportable activity (including 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.

#### Other

- Work within Ravensbourne's Code of Conduct and demonstrate Ravensbourne's values, including respecting equality and diversity.
- Demonstrate understanding of Ravensbourne's values, culture and educational ethos and promote these through everyday practice in the role.
- Comply with all legislative, regulatory and policy requirements (eg. Finance, HR) as appropriate.
- 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 achieve Ravensbourne's objectives.

**Key working relationships (i.e. titles of roles, both internally and externally, with which this role holder interacts on a regular basis):**

Admissions Team  
Student Recruitment and Engagement Team  
Academic Operations Team  
Programme Administrators  
Registry and Enrolment

<b>Knowledge and Experience</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education</b>  Educated to a degree level or equivalent demonstrable experience.	✓	
<b>Professional qualifications/experience</b>  Extensive knowledge of UKVI regulations and requirements in relation to the Student route and of sponsors duties.	✓	

Methodical, detail-oriented, and flexible approach to work, maintaining a high level of accuracy.	✓	
Ability to work under pressure and to tight deadlines Excellent computing & IT skills.	✓	
A flexible and adaptable approach to work with proven decision-making ability.	✓	
Administration skills to plan and organise your time effectively.	✓	
Ability to work with high level of autonomy as well as a team member.	✓	
Experience of working with registry systems, e.g. SITS		✓
<b>Higher Education knowledge</b>		
Experience of working within the Higher Education Sector.	✓	
<b>Work experience</b>		
Experience of working in UKVI compliance.	✓	
Experience of using UKVI Sponsor management system (SMS).	✓	
Experience of working as part of a busy team in a pressurised environment.	✓	
Experience of delivering good customer service.	✓	
Experience of manipulating data and analysing large data sets to identify trends and validate records	✓	
<b>Team Working</b>		
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.	✓	

<b>Core Personal skills abilities and behaviours</b>	<b>Essential</b>	<b>Desirable</b>
<b>Equality, Diversity &amp; Inclusion</b>		
Demonstrate value and importance of equality and diversity in every aspect of Ravensbourne's work and show commitment through everyday practice in the role.	✓	

<b>Communication</b>  Excellent written and interpersonal skills, with the ability to communicate and distribute information clearly.  The ability to build and maintain effective working relationships with university staff, external agencies, and other stakeholders.	✓  ✓	
<b>Organisational Values</b>  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.	✓	
<b>Professionalism</b>  Demonstrate quality and pride of every work aspect	✓	

## Our Values

**Connection:** We value what happens together and we collaborate to achieve our collective goals.

**Dynamism:** We embrace every opportunity to adapt and optimise.

**Inclusion:** We celebrate our diversity, and we embrace difference as a source of strength.

**Professionalism:** We aim for quality in everything we do and take pride in our work.

