



## Job Description

<b>Position/Job Title:</b>	<b>Immigration Advice &amp; Compliance Manager</b>
<b>Ref:</b>	<b>SSS203/0000302011</b>
<b>Location/Building:</b>	<b>Any University Location</b>
<b>Faculty/Professional Service:</b>	<b>Student Services</b>
<b>Group/Section:</b>	<b>Frontline Services</b>
<b>Normal hours per week:</b>	<b>37</b> <b>(Some flexibility will be required in order to ensure that key time scales and deadlines are met).</b>
<b>Grade:</b>	<b>7</b>
<b>Accountable to:</b>	<b>Head of Frontline Services</b>
<b>Responsible for or supervises:</b>	<b>Immigration Advice &amp; Compliance Team</b>

### **Job Purpose**

Immigration legislation is highly complex and BU's ability to recruit and retain international students is dependent upon its full compliance with all aspects of our statutory duty. The postholder is the primary BU expert on all matters relating to BU's compliance with the UK Immigration Regulations applying to student visas and the Highly Trusted Sponsor status of the university.

The postholder is responsible for leading, developing and managing the activities of the Immigration Advice & Compliance Team at Bournemouth University, ensuring the delivery of timely, accurate and effective expert advice and guidance to staff and students on UKBA and BU requirements for student immigration compliance. The postholder is also responsible for monitoring and reporting of student activity related to immigration compliance in line with Home Office requirements.

The postholder is responsible for the management and oversight of BU's administration compliance responsibilities in respect of the USA Federal Loans scheme which is highly regulated by the US Authorities.

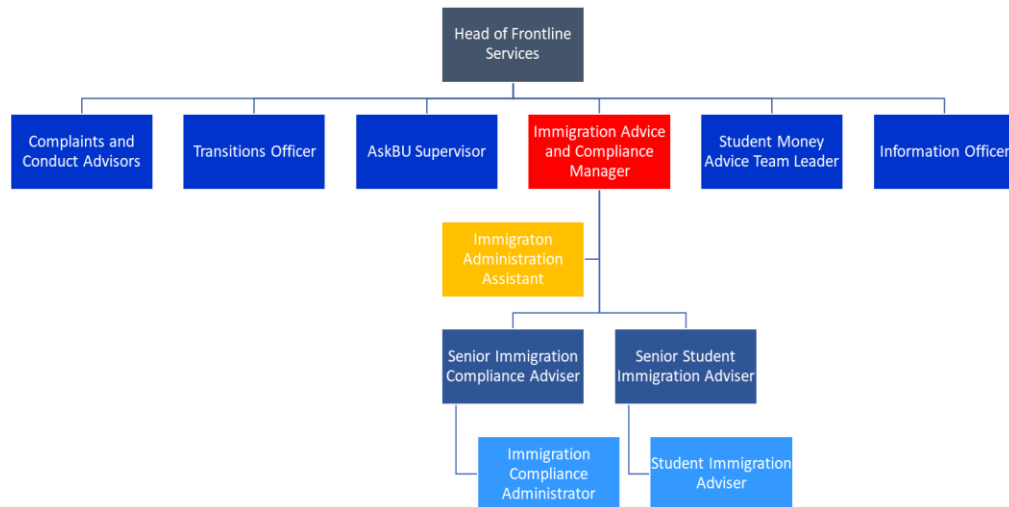
### **Main Responsibilities**

1. To maintain expert knowledge of all aspects of UK government immigration rules and all aspects of compliance requirements for both students and the organisation in respect of student visas and to advise staff across the university of the implications of any changes to immigration policy that may impact upon student recruitment and/or the student experience.
2. Responsibility and oversight of all activities under the responsibility of the Immigration Advice & Compliance Team, ensuring compliance with the UK Home Office immigration regulations relating to student visas whilst assisting students to navigate the immigration processes as easily as possible.
3. To provide expert advice on the requirements for student immigration and organisational compliance to staff at all levels of BU, designing and delivering expert training as appropriate to ensure staff across BU are aware of their obligations to ensure continued institutional compliance and current student immigration regulations.

4. To ensure robust, effective and appropriate processes in place for all aspects of record keeping, monitoring and reporting on student visas and compliance requirements and to develop, maintain and manage BU processes, supporting documentation where these pertain to student immigration matters.
5. To manage and lead the Immigration Advice and Compliance Team ensuring the highest standards in expert knowledge of student immigration and compliance rules are maintained and updated in line with any changes to Home Office rules impacting Student immigration and compliance whilst working with the Head of Frontline Services to ensure that the service supports the aims and direction of the University's strategic plan.
6. To work collaboratively with colleagues in IT and Academic Services (and others as appropriate) on the current requirements and future development needs of student records where these pertain to student immigration and compliance obligations.
7. To lead on the management of appropriate and effective administration of the US Federal Loans and associated compliance requirements to ensure compliance with the US Federal agency regulations and audit processes.
8. Responsible for the provision of accurate and timely reports both to meet compliance obligations and to provide management information on service usage.
9. To work with the Head of Frontline Services to ensure appropriate resourcing levels and effective use of resources to meet service demand and compliance and reporting obligations.
10. To be the primary contact at BU for the Home Office and Level 1 user of the Sponsor Management System (SMS) with responsibility for submitting the Highly Trusted Sponsor renewal application on an annual basis and BU's standard licence application (currently due for renewal every 4 years).
11. Responsible for the content of all BU web pages relating to immigration compliance and advice, working with the Student Services Information Officer and Marketing & Communications Teams as appropriate, ensuring that these are maintained with up-to-date accurate information at all times.
12. To represent BU and raise issues relating to Tier 4 immigration compliance at regional and national levels with the appropriate sector bodies including UKCISA, ARC, Association of International Student Advisers (AISA).
13. To manage the co-ordination of fee status assessment where this relates to current students with a change of settled status.
14. To provide expert advice to the Senior Student Money Advisor in respect of immigration implications for applicants to the BU International Student Hardship Fund.
15. To be proactive in seeking own continuing staff development and that of their team, to ensure that knowledge of University and legislative requirements (including immigration law and government policy) is up to date and that they keep abreast of changes and new developments in each area that may affect students.
16. To deputise for the Head of Frontline Services as appropriate.
17. To be a proactive member of the wider Frontline Services section leaders team, working flexibly and cooperatively to support key functions of the wider service as appropriate.

18. To undertake any other appropriate activities as directed by the Head of Frontline Services or Head of Student Services.
19. To participate in University events (e.g. Orientation events, Freshers' Week, Open Days, Induction). This may require some evening and weekend working.

### **Organisation Chart**



### **Dimensions**

Line management responsibility for team of 4.6 FTE.

### **Contacts**

#### **Internal:**

UET, ULT, SS Executive

BU students; BU staff at all levels, Students' Union

#### **External:**

Home Office, Embassies; British Council; government agencies (UK and overseas), AISA, UUK;  
 Prospective students; staff from other Higher and Further Education Institutions and Language Schools;  
 NGOs; overseas representatives; bank and other service providers; religious and cultural organisations;  
 international alumni; parents and student representatives

### **Challenges**

The Immigration Advice & Compliance Manager needs to maintain an expert level of knowledge in respect of UK immigration issues and UKBA statutory requirements and how these apply to HE students, within a rapidly changing regulatory framework. They need to exercise excellent interpersonal and relationship skills to ensure that all BU staff are aware of their responsibilities under the UK Immigration regulations and act compliantly, as well as ensuring that Students who are at BU on a student visa are aware of both their own and the University's obligations in respect of immigration compliance.

### **Information Governance Responsibilities**

#### **Data User**

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

### **Additional Information**

NB: The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

**September 2021**



## Person Specification

Position/Job Title: Immigration Advice & Compliance Manager	Position No: SSS203/0000302011
Faculty/Service: Student Services	Date: September 2021
<b>SELECTION CRITERIA</b>	Essential/ Desirable
<b>Knowledge (including Experience &amp; Qualifications)</b>	
Educated to Degree or equivalent	E
Expert knowledge of the UK immigration law and compliance as it relates to current students in HE and proven ability of providing specialist immigration advice	E
Qualified to OISC Level 2	E
Demonstrable experience of developing and reviewing systems, identifying and implementing change	E
A demonstrable understanding of the issues of client confidentiality	E
Experience of writing reports	E
UKCISA Fee Status trained	D
Line management experience including appraisals, objective setting and performance management	E
<b>Skills</b>	
Excellent analytical and decision-making skills with the ability to evaluate complex issues and provide appropriate solutions in the context of UK student immigration compliance	E
Excellent negotiating and influencing skills with the ability to interact effectively with a range of stakeholders including staff at all levels and a range of external partners	E
Excellent written and oral communication skills (including grammar and spelling)	E
Excellent IT skills	E
Demonstrable experience of developing and maintaining records systems	E
Demonstrable ability to understand and interpret complicated regulations and explain these to a wide variety of users in an effective way	E
<b>Attributes</b>	
Excellent organisational skills and the ability to prioritise tasks effectively	E
Proven ability to work as part of an extended team	E
Committed to service excellence and customer focus	E
Commitment to continuing professional development of self and others	E
Ability to work proactively and independently with excellent time management and prioritisation skills	E
Demonstrable ability to work flexibly under pressure whilst maintaining a high standard of accuracy	E
Ability to represent the University professionally and positively with regards to dress and conduct	E