



Student Immigration Compliance Officer

At Regent's University London, we have a bold mission of reimagining education, and we're looking for talented and passionate people to help us do that. We're ambitious, collaborative and curious in how we approach our work, each other, and the education we give our students. Nestled in the heart of royal Regent's Park, Regent's offers a premium experience for staff and students. We champion an environment that cultivates possibility for everyone in our community.

Job description

Position details

Job title:

Student Immigration
Compliance Officer

Grade:

F

Department:

Academic Services

Line Manager Job Title:

Student Immigration &
Compliance Data
Manager

Job purpose

The post holder is required to contribute to the reviewing, development and strengthening of established systems, processes and practice regarding our sponsorship duties and responsibilities.

The post holder will play a significant role with the coordination of UKVI compliance activities including the registration of new students and the ongoing monitoring of existing students. To act as the first point of contact offering guidance and support to colleagues across the university in relation to student immigration compliance.

The post holder will also be required to support the Student Immigration & Compliance Data Manager with the day-to-day compliance duties and carrying out regular internal audit checks.

The focus of the role is primarily in relation to Student Visas but also includes policies and processes for Visit Visas, Graduate Route and other relevant visa categories.

The Regent's Way is a set of principles that guide our work and celebrate our unique offering – our strengths, our challenges and our commitment to continuous improvement.



Main responsibilities

1	Contribute to the provision of a professional and specialist advice and guidance service to all visa bearing students to encourage academic progression and student retention in line with IAA (Immigration Advice Authority) and UKCISA code of standards.
2	Contribute to the development of student immigration compliance procedures to ensure the highest quality of customer service to all those engaging with this University.
3	Provide specialist services to students studying at the university, to support and enhance the international Student experience, while protecting the University's Student Visa sponsor licence.
4	Ensure that all the required compliance activities that have been agreed are performed to a required standard for reporting to UKVI and to pass an audit inspection by UKVI (e.g. attendance monitoring, discontinuation of Studies, visa extensions, failure to enrol, etc.)
5	Contribute to internal audits and to the preparation for statutory UKVI/Home Office audits.
6	Deliver a variety of specialist service support mechanisms that comply with UKVI and Home Office regulations and guidelines, including: <ul style="list-style-type: none"> - Analysis and authority to decide on the validation of applicant & student documentation - Assessment and deciding on students' Confirmation of Acceptance to Study (CAS) eligibility - Processing of CAS submissions to the UKVI - Undertaking Right to Study checks and advising on compliance matters - Training of staff and students on UKVI compliance, what is prohibited, and referral matters - Immigration casework - Reviewing exceptional reports and maintaining accurate student records
7	Manage and assess specialist and technical compliance checks, escalating as appropriate, and ensure accurate student records, and seeking ways to streamline the work to improve efficiency and effectiveness.
8	Carry out regular technical audit checks on visa student records that they are fit for purpose for announced or unannounced Home Office visits.
9	Audit and monitor "at risk" students approaching the attendance limit and liaise with key departments to provide intervention and support mechanisms.
10	To act as a Level 1 user of the Home Office Sponsor Management System (SMS) to assist with key student change of circumstances reporting, under the instruction of the Student Immigration & Compliance Manager.

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| 11 | Keep abreast of the changes made by the Home Office to immigration regulations and keeping up to date with best practice across the sector concerning Student Visas, making policy and process recommendations where appropriate. |
| 12 | Be fully conversant with both Data Protection Act (1998) and the Freedom of Information Act (2001). |
| 14 | Actively seek to implement the University's health and safety policy, and give due regard to the health and safety of themselves and others when carrying out duties. |
| 15 | Actively seek to implement the University's equal opportunities policy and promote equality of opportunity in relation to the duties of the post. |
| 16 | To undertake any other duties that may reasonably be requested appropriate to the grade and responsibilities of the post. |

Person specification

1. Position details

Job title: Student Immigration Compliance Officer
Grade: F
Department: Academic Services
Line manager job title: Student Immigration & Compliance Data Manager

2. Person requirements

Job requirements	Assessment criteria	
	(e)ssential	(d)esirable
Qualifications & training		
Undergraduate degree, other professional qualification and/or demonstrable experience in increasingly complex positions within the subject area of the role	E	
Experience		
Experience of advising stakeholder on a wide range of immigration compliance issues.		D
Experience of effective audit and compliance regimes and working practices.	E	
Experience of working in the area of Student Route visa compliance within the education sector; including processing CAS statements.		D
Experience of student record systems, preferably SITS, and of data handling for reporting purposes, for example exporting large data sets and producing reports.		D
Experience of analysing, interpreting and applying the Immigration Rules, Sponsor and Student Visa Policy Guidance.	E	
Experience of providing a high level of customer care, working and contributing to agreed standards of delivery.	E	
Knowledge, skills & competencies		
Knowledge of immigration matters and issues affecting international students in a HE environment, including the various visa and visitor routes.	E	
A proven ability to interpret and communicate complex compliance information in an effective, concise and clear manner to a range of audiences	E	
Understanding of the sponsorship system, legal requirements and the importance of maintaining sponsor licenses		D
A proven ability to build and maintain strong working relationships with colleagues in different areas within the organisation and externally		D
Strong problem-solving skills to effectively influence and negotiate		D
General attributes & personal qualities		
Ability and willingness to adapt to changing requirements and circumstances	E	

Anticipates and meets the requirements of the customer in a timely manner	E	
Capable of independent working.	E	