

## Job Description

<b>Job title</b>	UKVI Compliance Assistant
<b>School / department</b>	Compliance Team
<b>Grade</b>	4
<b>Line manager</b>	UKVI Compliance Manager

### Main purpose of the job

This job description sets out a range of duties that will be undertaken by the Compliance Assistant.

The post holder will provide assistance with maintaining up to date files for UKVI students, monitoring and reporting student data relating to the University's Student sponsor status and sponsor compliance duties. In addition, the post holder will check data from the student records database (SITS), in liaison with key staff across the University, to track the University of West London's international students throughout the student lifecycle - from their applications, enrolments, attendance, assessments, through to completion of their studies.

### Key areas of responsibility

#### Specific Tasks and Duties

- Work as part of the Compliance team, and with staff across the University, on matters relating to the UK Visas and immigration (UKVI) compliance duties.
- Liaise with Home Office and UKCISA as and when required to obtain relevant immigration information.
- Respond to emails and telephone calls and assist with face-to-face enquiries in connection with UKVI compliance duties.
- Maintain up to date knowledge of the UKVI compliance requirements and an overview of the UK Student visa and requirements for other immigration categories.
- Liaise with International recruitment, International Admissions, UWL Finance and Advice Teams in Student Services to ensure that Confirmation of Acceptance for Studies (CAS) details are correct for international applicants and their programmes of study.
- Assist with ID, Visa and right to study checks for all students who are subject to Immigration control and follow up any missing documents.
- Assist with the scanning and checking of all immigration requirement documentation and follow up any missing documents.
- Keep accurate records of all documentation for monitoring of all International students and UK based students who are subject to immigration control.

- Assist with the reporting of student activities to UKVI within the enrolment period in a timely manner.
- Assist with the monitoring and tracking of attendance for international students, and the subsequent reporting of any absence from study without permission.
- Assist with processing authorised absence requests from Student visa holders in line with the university's attendance and engagement policy.
- Assist with the monitoring and tracking of changes to circumstances for international students, for example, changes in course details.
- Assisting with student work placements details to ensure that they are updated on the UKVI student management system.
- Checking for missing or inaccurate information as required by the UKVI and notify the UKVI Compliance Manager.
- Notify the UKVI Compliance Manager about any students who may have broken their conditions of visa permission to stay in the UK.
- Run reports from the student records database as part of the routine monitoring and tracking duties required by the UKVI and maintain accurate records of monitoring activities undertaken for compliance purposes.
- Keep an up-to-date knowledge of all issues, attending training and information days as required in relation to UKVI compliance.
- Proactively assist in the enrolment process for all students.
- Undertake general administrative duties within the compliance team and the University.
- Contribute towards the provision of an effective, efficient and professional administrative service within the University, including working some weekday evenings and as and when required.
- Provide regular updates to the UKVI Compliance Manager on all aspects of international students as required.
- Maintain an awareness of external organisations, for example: UKCISA, UKVI etc.
- Maintain accurate records and files in accordance with University policies and procedures.
- Ensure compliance with University's Health and Safety regulations and the Data Protection Policy
- Adhere to all of the University's procedures and policies.

In addition to the above areas of responsibility the job holder maybe required to undertake any other reasonable duties relating to the broad scope of the position to support the Compliance team and other university departments.

## Person Specification

Criteria	Essential	Desirable
<p><b>Qualifications and/or membership of professional bodies</b></p>	<p>Degree or equivalent or any relevant work experience</p>	
<p><b>Knowledge and experience</b></p>	<p>Previous administrative office experience required, involving both data inputting and manipulation</p> <p>Excellent customer service skills</p>	<p>Experience of Higher Education desirable</p> <p>Experience of data entry and retrieval activities on a large database, preferably student records</p> <p>Knowledge of Data Protection Act</p> <p>An understanding of UK-Visas &amp; immigration rules for Student visa holders</p>
<p><b>Specific skills to the job</b></p>	<p>Good IT skills, especially Microsoft Office applications, particularly Excel</p> <p>Ability to undertake data manipulation and retrieval from database systems</p> <p>Good understanding of data integrity and attention to detail regarding data quality</p> <p>Ability to respond quick to changes in legislation and regulations</p> <p>Able to work methodically and follow set processes and procedures accurately</p> <p>Good numeric skills</p> <p>Good literacy skills</p>	<p>Understanding of the issues in Higher Education, either through personal experience or previous work in Higher Education</p>

<p><b>General skills</b></p>	<p>Commitment to providing customer focused service</p> <p>Ability to deal with queries and escalate issues appropriately</p> <p>Ability to balance conflicting workloads and prioritise own workload effectively</p> <p>Have the ability to adapt to change and willingness to learn new IT skills and attend training courses</p> <p>Ability to respect a high level of confidentiality at all times</p> <p>Ability to work as a flexible and effective member of a team and to work effectively within a team and contribute to the team's development and assist team members when necessary</p> <p>Ability to communicate with a wide range of people at all levels both inside and outside of the University</p> <p>Strong cultural awareness with an understanding of, and commitment to, equal opportunities</p> <p>Self-motivated, with a flexible approach to work.</p> <p>Problem solving ability and analytical skills</p> <p>Able to use initiative</p>	
<p><b>Other</b></p>	<p>Flexible approach to working hours</p>	
<p><b>Disclosure and Barring Scheme</b></p>	<p>This post does not require a DBS check</p>	

**Essential Criteria** are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

**Desirable Criteria** are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.