

## Job Description

<b>Job title</b>	Senior CAS Compliance Officer
<b>School / department</b>	UKVI Compliance
<b>Grade</b>	6
<b>Line manager</b>	Head of UKVI Compliance
<b>Responsible for (direct reports)</b>	CAS Compliance Officer(s), CAS Compliant Assistants and any temporary staff
<b>Date of creation or review</b>	30/01/2026

### Main purpose of the job

The UKVI Compliance team plays a pivotal role within UWL to ensure the UKVI sponsor license is maintained and fully compliant with student visa sponsorship duties.

The postholder is required to have overview of UKVI student visa holders, have a clear understanding of the UKVI Student visa regulations, sponsor duties and support the UKVI Compliance Manager to ensure the University remains compliant under the UKVI sponsorship license duties.

The postholder is responsible for the managing, training and support of the CAS Compliance team. In addition, the post holder will occasionally be required to deputise for the Head of UKVI Compliance.

The postholder is to ensure they and the team work collaboratively and liaise with colleagues across the University departments e.g. International Admissions and International Recruitment teams and undertake the various activities required as part of the UKVI procedures and processes. As a Level 1 UKVI SMS user, the role involves the supervision of checking student documentation, credibility checks, and issuing CAS to eligible students and assist with queries relating to UKVI via applications and process.

The postholder is to ensure that the team regularly engage with applicants/students, keep them up to date with the progress of their CAS and maintain up to date records of all student visa holders. Together with the ability to assess and react to any possible UKVI breaches and advise on appropriate measures/actions to be taken to solve the situation.

The postholder is required to ensure accurate student records and documentation is kept, maintained and up to date, ready for audit purposes in line with UKVI requirements.

### Key areas of responsibility

To support and manage the CAS Compliance team to ensure pre-CAS checks are undertaken in a timely and efficient manner to meet the high demands and turnaround time of the business needs for recruitment.

To actively participate in regular supervision and training of the CAS Compliance team to ensure high professional standards, ethics and compliance duties are maintained in line with UKVI sponsor guidance.

To regularly attend and network with ICN, University Alliance colleagues and UKVI to learn and share best practice and keep up to date with any immigration changes and impart the information to the wider University community.

#### **Pre-CAS issuing:**

To be the first point of contact for the team for any issues, errors or queries relating to a student pre-CAS check.

To act as a UKVI SMS level 1 user to issue CAS for offer holders

To liaise and guide applicants through the CAS issuing cycle and keep them informed of their progress.

To undertake credibility interviews with 'offer' holders and keep accurate records of conversations.

To undertake pre-CAS financial document checks to ensure they meet the UKVI financial requirement.

#### **CAS Issuing:**

To manage the supervision of the team to ensure of accuracy, timely, and UKVI compliant issuance of CAS for Student Route for new applicants and students once all pre-checks have been verified.

To work with the international admissions and recruitment team to manage offer holders to CAS ready stage.

To ensure SMS is updated with any changes once a CAS has been issued.

To take responsibility for CAS issuing for extensions, including assessing previous study for time caps and academic progress; assessing previous academic performance, together with attendance and engagement. Liaison with School and Colleges to obtaining academic approval, when needed, in line with UKVI guidance and UWL policies.

#### **Arrival & Enrolment**

To participate and manage the enrolment related events and assist the wider UKVI Compliance team with checking students Right to Study checks and ensure all UKVI documentation is recorded

#### **General requirements:**

Maintain up to date knowledge of UKVI compliance requirements and an overview of the Student Route guidance and policy. Keep up to date knowledge of issues and developments, attending training and information days as required.

To escalate any concerns where necessary to the UKVI Compliance Manager for action.

To ensure emails, telephone calls are responded to in a timely manner and assist with face to face enquiries requiring specialist knowledge relations to UKVI compliance duties, with a particular specialism in CAS and change of circumstances related queries.

To maintain and ensure visa holding students files, both soft and hard copies are kept up to date in line with the University guidelines, retention policy and UKVI audit requirements.

To lead and run ad hoc mini audits to ensure the University is audit ready.

To hold an active and key role in the undertaking of a UKVI audit by gathering appropriate information and data required.

To assist the UKVI Visa compliance team with sponsor duties as and when required.

To always undertake duties with due regard to the university's Equal Opportunities Policy and Equality and Diversity Policy

To be aware of and always comply with the General Data Protection Regulation (GDPR) and Freedom of Information Act.

Adhere to all the university's procedures and policies.

Any other duties assigned by the Head of Visa Compliance to ensure the efficient and effective operation of the UKVI Compliance team.

There will be occasions that the postholder would be required to work outside the normal core hours to support credibility checks in line with different time zones across the worlds.

In addition to the above areas of responsibility the post-holder maybe required to undertake any other reasonable duties relating to the broad scope of the position, commensurate with the post, and in support of the University.

#### **Dimensions / background information**

## Person Specification

	Criteria	Essential or Desirable <sup>1</sup>	Demonstrated <sup>2</sup>		
			Application	Interview	Test / Exercise
<b>Qualifications and/or membership of prof. bodies</b>	Educated to a degree level or equivalent demonstrable experience	Essential	X	X	
	Understanding of the issues in Further/Higher Education, either through personal experience or previous work in Higher Education	Essential	X	X	
	Postgraduate qualification	desirable			
<b>Knowledge and experience</b>	Substantial administration office experience, including management of sensitive personal data	Essential			
	Excellent IT skills – particularly, MS office (word, excel, outlook) and excellent knowledge and experience of databases e.g. Tribal SITS or similar	Essential	X	X	X
	Experience of providing excellent customer service in person, by telephone and via email.	Essential	X	X	
	Experience and ability to manipulate different sets of data	Essential	X	X	
	Experience of line management and supervision of staff in a changing environment, frequently under pressure from competing deadlines at busy times of year	Essential			
<b>Specific skills to the job</b>	Extensive previous work experience in using UKVI SMS as a Level 1 user	Essential	X	X	
	Experience of managing the CAS process and issuing of CAS	Essential	X	X	
	Extensive knowledge of current UKVI requirements for CAS issuing and visa sponsorship regulations	Essential	X	X	

	Ability to balance conflicting workloads and prioritise the team own workload effectively	Essential	X	X	
<b>General skills</b>	Methodical - ability to follow set processes and procedures	Essential	X	X	
	Excellent data integrity and attention to detail regarding data quality	Essential	X	X	
	Excellent spoken and written communication skills with a wide range of stakeholders at all levels	Essential	X	X	
	Experience of planning and prioritising competing and complex workloads, frequently under pressure.	Essential	X	X	
<b>Other</b>	Able to communicate with international students where English is not a first spoken language	Essential	X	X	
	Able to convey complicated legal information and processes to students and working with all levels of management	Desirable	X	X	
	Resilience and the ability to perform consistently well under pressure in an environment where the pace of work is demanding	Essential	X	X	

**Disclosure and Barring Scheme** Is a DBS Check required: DBS This post does not require a DBS check 

Before making a selection, please refer to the University's [Disclosure and Barring Checks Guidance for Staff](#) and [Criminal Convictions, Disclosures and Barring Staff Policy and Procedure](#). If a DBS check is required for the role, a **Check Approval Form** will need to be completed.

<sup>1</sup>**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, to determine which applicants to shortlist.

<sup>2</sup>**Demonstration:** Select the Recruitment Process stage at which the candidates will have to demonstrate that they meet the criteria. Criteria which have to be demonstrated at application stage should be mentioned in the Recruitment Information Pack as Pre-Selection/Killer Questions, Shortlisting Questions or Shortlisting Criteria. Other criteria should be evaluated and tested at interview stage (e.g. through interview questions) or through additional tests, exercises or presentations. Criteria can (and should) be demonstrated at multiple stages.