

Compliance and Admissions Officer job description

POSITION OVERVIEW

Title:	Compliance and Admissions Officer
Location:	Bloomsbury, London
Contract:	Full-time; permanent
Salary:	£32,000 to £36,000 per annum, depending on experience
Start date:	Immediately, but no later than 1 st August 2019
Benefits:	Generous benefits package including 25 days holiday allowance (excl. Bank holidays), group life assurance, group income protection, pension scheme (optional) and private healthcare (optional)

PURPOSE OF ROLE

The role comprises two distinct functions: visa compliance and admissions.

As the College specialist in visa compliance you will provide advice and support to students and staff and College compliance across all current and future visa-controlled categories.

Working within a target-based team with defined KPIs, the role will be responsible for admissions processing and management, from the point of initial application to enrolment, maximising conversion in support of undergraduate and postgraduate recruitment targets.

COMPLIANCE AND VISAS

- To act as Level 1 User and Key Contact for the Tier 2, Tier 2 (ICT) and Tier 4 licences on the Sponsor Management System.
- Ensure the College meets all sponsorship duties to retain Sponsorship Status, undertaking sponsorship activities such as, licence renewal, annual BCA, CAS/COS annual allocations and on-site audits.
- To keep informed of all immigration/visa legislations relevant to students and staff, and to keep the College up to date with relevant changes.
- To maintain the College's procedural documents pertaining to visa checks, expiring visas, withdrawals from study, changes to study plans, visa refusal and Tier 4 reporting.
- Ensure that record keeping, and reporting requirements are maintained across all visa-controlled categories.
- Identify and verify immigration status of all non-UK/EU Nationals and providing advice on any restrictions to study and/or work.

- To provide guidance to students with visa applications via email and individual meetings, including checking of the final application prior to submission.
- Check and copy BRP's in order to identify errors ahead of enrolment, and reporting on the SMS where necessary.
- Monitor that students have registered with the police, where required.
- To provide support and guidance to students who have lost passports and BRPs, to help with BRP and entry clearance errors.
- To provide advice to HR and prospective employees on various sponsorships and visas relating to their future and/or ongoing employment with the College.
- To provide training to staff on Tier 4 Sponsor responsibilities and relevant College policies and procedures, such as attendance monitoring, restrictions on teaching locations etc.
- Working closely with staff across the College on matters related to supporting international students throughout the student lifecycle (student support, wellbeing, academic etc.).

APPLICATION PROCESSING AND CONVERSION

- To process and manage applications, direct and UCAS, in conjunction with colleagues in the admissions team and academic faculty.
- To offer a high-quality customer service to all applicants, at all stages of the application process.
- To undertake application conversion activities, including telephone campaigns and individual consultations.
- To ensure all student recruitment/admissions practices comply with current internal and external admissions and quality assurance policies.

OTHER DUTIES

- To undertake any other duties commensurate with the level of responsibility of this post, for which the post holder has the necessary experience and/or training

QUALIFICATIONS AND EXPERIENCE

KNOWLEDGE, SKILLS & ABILITIES

Essential: Ability to work as part of a team and independently; excellent written and oral communication skills; well-developed organisational skills; diplomatic influencing and relationship-building skills, to work with others and to convert initial enquiries into successful enrolments; a high level of attention to detail; excellent understanding of UKVI regulations, and experienced in Tier 4, Tier 2 (general) and Tier 2 (ICT), amongst other categories.

Desirable: Knowledge of the UCAS application process.

EXPERIENCE

Essential: Admissions in a UK university; recent experience of processing Tier 4 applications and applying the UKVI regulations, including checking applicants' documentation, issuing CASs and generation of CAS communications; direct experience with Tier 2 and other visa categories; working as part of a team.

Desirable: Processing UCAS applications; HE student recruitment.

EDUCATION, QUALIFICATIONS AND TRAINING

Essential: Good first degree

Desirable: Good first degree in the humanities

APPLICATION PROCESS

Applications should be made via **this link** by midnight, 30th June 2019. Please reference your application "CAO0619". Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page and a full curriculum vitae.

Due to the urgency of this role, applications will be reviewed on receipt and it is likely that an appointment will be made prior to the closing date of this job advert. Applicants are therefore encouraged to submit applications at the earliest opportunity.

Applications are welcome from all sections of the community and will be judged on merit alone. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.