## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>International Adviser</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Wellbeing department (International Advice)</td>
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<tr>
<td>Job type</td>
<td>Professional Services</td>
</tr>
<tr>
<td>Grade</td>
<td>6</td>
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<td>Accountable to:</td>
<td>Head of International &amp; Money Advice</td>
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<td>Accountable for:</td>
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### Purpose of the Post

The post holder will be part of the Wellbeing: International Advice team and will provide specialist impartial, advice and support to International / EU students on a wide range of issues. The post holder will also work collaboratively and supportively with colleagues across the Wellbeing department to provide holistic and proactive support for our students.

### Key Tasks

To provide high quality Immigration advice and guidance to students and their dependants, in accordance with the UKVI rules and standards of the Office of the Immigration Services Commissioner (OISC) and the UK Council for International Student Affairs (UKCISA) code of ethics.

- Undertake specialist immigration casework with international students using knowledge of Home Office procedures and the need to balance confidentiality and compliance duties.

- To assist students with the submission of visa applications including, Student Visa, Transfer of Conditions, Administrative Review and Replacement BRP cards.

- To support the organisation and operation of the International students’ Orientation programmes, including the arrival of Pre-Sessional intakes, New to the UK programme and the social event programmes which run throughout the year.

- Planning and coordination of our Meet and Greet airport service for Pre-Sessional students and incoming UG & PG students.

- Keep updated on all key issues and developments affecting international students including all UKVI regulations, rules and laws.
To be responsible for developing and updating the appropriate sections of the University web pages and International Student App

Plan and present presentations and workshops on issues relevant to international students.

Supporting a programme of social activities to encourage integration between international and home students, including responsibility for Global Café.

To liaise with staff in other parts of the University, and in particular Student & Academic Services, Admissions, Student Engagement and the Students’ Union to share best practice and work collaboratively on key projects.

Develop an innovative and exciting programme of international students support activities across the institution and ensure the information about such support is communicated to students.

**Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

**Internal and external relationships**

The following list is not exhaustive but the post holder will be required to liaise with:

- Academics and Professional Services staff
- Students
- External networks/professional bodies where required
- UKVI