**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>UKVI Compliance Manager</th>
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<tr>
<td>Department / Unit:</td>
<td>Legal and Compliance</td>
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<tr>
<td>Job type</td>
<td>Professional Services</td>
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<tr>
<td>Grade:</td>
<td>7</td>
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<td>Accountable to:</td>
<td>General Counsel</td>
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**Purpose of the Post**

The UKVI Compliance Manager role will provide leadership and management to ensure compliance with UKVI legislation. The role will provide assurance to the General Counsel and Authorising Officer, Executive Board and Audit Risk & Compliance Committee.

The post holder will be responsible for developing and managing a schedule of works designed to streamline and improve upon the College’s continuing compliance with UKVI guidance and immigration laws.

The post holder will provide subject matter expertise to support the Authorising Officer to provide central oversight of compliance across various teams within the College including Student Administration, Admissions and HR and providing expert, timely and pragmatic advice and guidance and training on immigration matters.

This will be a pivotal role in ensuring the College’s UKVI sponsor duties continue to be met and that policies and procedures are in place to facilitate compliance.

**Key Tasks**
Central role for expertise, contact and monitoring

- Be the central subject-matter expert; horizon scanning for developments in immigration law, UKVI guidance and best practice and advising on the potential impact on operations across the College;

- Lead on the reporting of College-level changes of circumstances on SMS including the addition of sites and partnerships to the College’s UKVI licence;

- Log and assess breaches or near misses in a timely manner, reporting to the Authorising Officer on a regular basis and advising on remedial action or learning;

- Ensure that actions taken and advice given are appropriately logged and documented and produce regular reports for the General Counsel on UKVI and immigration compliance activities;

- Deputise and provide support for the Authorising Officer in responding to enquiries from UKVI as required;

- Monitor compliance with processes and procedures to ensure that the College remains compliant;

Culture and infrastructure

- Promote positive cultural change and improvement in best practice across the College;

- Streamline and improve upon the College’s continuing compliance with UKVI guidance and immigration laws, working with key stakeholders across the College;

- Identify areas of potential immigration compliance risk and recommend solutions to mitigate this;

- Audit documents, policies and processes to ensure sufficient controls are in place and central oversight of UKVI compliance across the College’s operational activity

- Draft and keep under review guidance materials and other documentation to assist operational units to maintain compliance;

- Lead on the development and delivery of immigration compliance training, raising awareness and understanding across the College community;

Operational and advisory role

- Work collaboratively with key stakeholders in Student Administration, Admissions, HR and Partnerships to support operational compliance and build collaborate networks and effective working relationships;

- Provide timely and pragmatic advice on UKVI compliance and immigration matters, seeking supervision from the General Counsel and Legal Counsel as appropriate;
• Any other such duties as may be assigned that are commensurate with the grade of the post.

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.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

Internal and external relationships

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

UKVI
External legal services providers
UKVI compliance professionals in other HEIs

Colleagues of all disciplines, including up to Executive level.