



JOB DESCRIPTION

Job Title:	UKVI Compliance Manager
Department / Unit:	Legal and Compliance
Job type	Professional Services
Grade:	8
Accountable to:	General Counsel and Authorising Officer
Purpose of the Post	
<p>The UKVI Compliance Manager role will provide leadership and management to ensure compliance with UKVI legislation and guidance across all College activity. The role will provide assurance to the General Counsel and Authorising Officer, Executive Board and Audit Risk & Compliance Committee.</p> <p>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.</p> <p>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.</p> <p>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. The ability to lead, coach and be proactive is therefore essential.</p>	
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 disseminating relevant information on UKVI issues and changes to colleagues around the College in a timely manner and advising on the potential impact on operations across the College;
- Provide advice to College staff regarding the immigration status of international students and staff and implications thereof;
- 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, proactively reviewing and recommending appropriate modifications to ensure that all operational processes and procedures used throughout the College follow the relevant UKVI legislation and guidelines;
- Monitor CAS and COS issuance, visa refusal rates and for students, non-enrolment and non-completion rates, analysing the implications of the data and keeping the Authorising Officer and others advised as appropriate;
- Prepare and maintain readiness for institutional audit by UKVI and carry out regular informal internal compliance audits;
- Coordinate the periodic renewal of the College's sponsor licence;

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
- **Develop** and keep under review policy, **guidance** materials and other documentation to help ensure the College maintains 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, ensure a shared understanding of UKVI sponsorship requirements and compatibility of procedures and ensuring that actions are completed by relevant individuals in a timely and appropriate way to ensure ongoing compliance;
- Provide timely and pragmatic advice on UKVI compliance and immigration matters, seeking supervision from the General Counsel and Legal Counsel as appropriate;

<ul style="list-style-type: none"> Attend external conferences and meetings as appropriate, networking and representing the College and maintaining its reputation; Any other such duties as may be assigned that are commensurate with the grade of the post.
Other Duties
<p>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.</p> <p>The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.</p>
Internal and external relationships
<p>The following list is not exhaustive but the post holder will be required to liaise with:</p> <p>UKVI External legal services providers UKVI compliance professionals in other HEIs</p> <p>Colleagues of all disciplines, including up to Executive level.</p>

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

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	Essential	Desirable
High standard of education to degree level or equivalent relevant experience	X	
Knowledge and understanding of the HE sector		X
Knowledge of UKVI guidance and immigration legislation	X	
Demonstrable experience of managing and advising on UKVI compliance matters	X	
Experience of driving organisational change		X
Experience of designing and delivering training courses and materials		X
A high level of literacy and experience of writing		

documents such as procedures, reports and papers		
A professional approach and manner coupled with experience of communicating with staff and customers at various levels within an organisation	X	
Excellent interpersonal skills including an ability to use tact and diplomacy	X	
Excellent organisational skills including a proven ability to meet to strict deadlines	X	
Ability to innovative and act pro-actively	X	X
Experience of delivering a high standard of advice and support to a range of stakeholders	X	
Experience of reviewing and developing administrative processes and IT systems to improve efficiency and customer satisfaction	X	
Experience of training staff	X	
Project management skills		