

# **Job Description and Person Specification**

**UKVI Compliance Officer**

**January 2025**

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## Purpose and Values

### Purpose

**Our purpose is:**  
Breaking down barriers together.

### Values

**Our values are:**  
Dare to be different  
Make it happen  
Don't be mean

## Job Description

<b>Job Title:</b>	<b>UKVI Compliance Officer</b>
<b>Salary:</b>	Grade 1: £25,980 to £36,480
<b>Hours of Work:</b>	37.5 hours per week  Monday to Friday 08.00 to 18.00 [Non-contractual flexible working scheme applies]
<b>Working from home:</b>	Following successful training and induction, this will be a hybrid post. The postholder will be required to work on-site at Bedford Square a minimum of 3 days per week.  Working from home may be permitted at the line manager's discretion; this is subject to the postholder completing a satisfactory risk assessment of their home workstation and working environment.
<b>Holidays (Paid):</b>	25 days (some of which to be taken during Christmas/New Year shut down), plus public holidays
<b>Pension:</b>	Contributory pension scheme  Full details are available from the Finance Department
<b>Main purpose of the role:</b>	To act as Bloomsbury Institute's UKVI Compliance Officer  Primary purpose:  To assume full responsibility for international Student Sponsor compliance [the Student route], ensuring full compliance with the UKVI's Immigration Rules and Student Sponsor Guidance, and the Institute's policies and procedures  Work collaboratively with the Head of International and the Enrolly team.
<b>Reporting to:</b>	UKVI Compliance Manager
<b>Location:</b>	7 Bedford Square, London, WC1B 3RA

## Main Tasks

The main tasks of the job are:

- Ensure all tasks are undertaken within the spirit of the Institute's purpose and values.
- Promote, apply, and ensure compliance with the Equality Act 2010 and the Institute's Equality, Diversity and Inclusion Policy, and make a full and positive contribution to the implementation, evolution and enhancement of the Institute's Inclusive Learning Environment.
- For all activities within the remit of the Compliance function, ensure compliance with any regulations, policies and procedures.
- Under the supervision of the UKVI Compliance Manager undertake international Student Sponsor compliance activities [the Student Route], ensuring full compliance with the UKVI's Immigration Rules and Student Sponsor Guidance, and the Institute's policies and procedures, to include:
  - Review and approve documentation for the purpose of CAS issuing e.g. identity documentation, financial documentation, qualifications etc.
  - As a Level 1 user of the UKVI Sponsor Management System (SMS), draft, generate and issue Confirmation of Acceptance for Studies (CAS) for international Sponsored Students.
  - Track all CAS that have been issued, liaising with Sponsored Students regarding the status of their visa application and arrival date in the UK, taking scanned copies of the Biometric Residence Permit (BRP), checking accuracy and reporting any errors to the UKVI through the SMS within the specified timeframes.
  - Monitor the following changes to Sponsored Student circumstances and ensure that such changes are reported to the UKVI through the SMS or any other approved mode within the specified timeframes:
    - A student withdraws from their course before they travel to the UK.
    - A student's start date is delayed before they enter the UK but after they have been granted entry clearance.
    - A student does not enrol within the enrolment period.
    - A student stops academically engaging.
    - A student defers their studies after they have arrived in the UK and is no longer actively studying.
    - The Institute withdraws a student from their course.
    - The Institute stops sponsoring a student.
    - There is a significant change in a student's circumstances, that includes anything that suggests the student is breaking the conditions of their permission to stay in the UK, such as working in breach of their conditions.
    - The Institute suspects that a student is not a genuine student [to be reported immediately to the Home Office at: [www.gov.uk/report-immigration-crime](http://www.gov.uk/report-immigration-crime)].

- Monitor attendance and engagement for all Sponsored Students (working closely with colleagues in the Institute's Centre for Student Engagement, Wellbeing and Success), applying the Institute's policies and procedures.
- Assist with the enrolment of international Sponsored Students.
- Ensure records and documents for all Sponsored Students within the Institute's Student Record Management System are up-to-date and accurate, to include the recording of visa expiry dates in order to ensure the generation of timely auto-alerts.
- Build and maintain effective working relationships with academic and professional service colleagues across the Institute, ensuring consistent, compliant practices are upheld in all areas.
- Keep up-to-date with policy and legislative changes affecting the immigration compliance function.
- Proactively contribute to the Compliance Division's strategic and operational planning.
- Attend Staff Meetings, Staff Development sessions and all other meetings at which attendance is required.
- Use all IT systems appropriately and effectively, to include SharePoint and Microsoft Teams, leading by example.
- Ensure all communications with students and colleagues are in line with the Institute's Tone of Voice Guidelines.
- Carry out duties and responsibilities at all times with due regard to relevant regulations, policies and procedures, including those relating to health and safety.
- Adhere to the provisions of data protection legislation, and refrain from sharing any personal or other information with any third party.
- In addition to the above tasks, to undertake any other tasks as directed by the Line Manager (or nominee).

***The above is not an exhaustive list of tasks as the role may change to meet the Institute's overall objectives. These tasks are subject to amendment over time as priorities and requirements evolve and as such the job description may be amended at any time by the line manager following discussion with the post holder.***

# Person Specification

## Essential criteria [i.e. the criteria that an applicant must satisfy]

### **Qualifications**

- Undergraduate degree and/or postgraduate degree, or equivalent professional qualification/experience.

### **Experience and attributes**

- Experience of working within a UKVI compliance function, to include that related to Sponsored Students, within a HE academic environment.
- Experience of complying with UKVI legislation, policies, procedures and guidance related to Sponsored Students.
- Experience of using the UKVI Sponsorship Management System (SMS).
- Experience of using a Customer Relationship Management (CRM) system.
- Experience of dealing with international student applications for study.
- Experience of working with students/applicants from culturally diverse backgrounds.
- Experience of working in teams.
- Computer literate (to include competence in the use of Microsoft Office, in particular Word, PowerPoint and Outlook; SharePoint; and Microsoft Teams).
- Excellent writing, communication and interpersonal skills.
- Ability to engage, influence and work positively with a wide range of people.
- Ability to work independently as well as take direction and work collaboratively across divisional and departmental boundaries.
- Excellent organisational skills and the ability to effectively prioritise.
- Ability to manage change and adapt to a fast-changing environment.

### **Personal qualities**

- Welcoming and hospitable attitude.
- Ability to own and find solutions to problems.
- Commitment to living the Institute's values: Dare to be different; Make things happen; and Don't be mean.
- Enthusiasm and empathy for the Institute's purpose.
- Genuine commitment to equal opportunities, widening participation, and the Institute's Inclusive Learning Environment.
- Good time management, with an ability to work under pressure and meet tight deadlines, whilst maintaining high attention to detail.

## **Desirable criteria [i.e. the criteria that it is desirable (but not essential) that an applicant should satisfy]**

### ***Qualifications***

- None.

### ***Experience and attributes***

- Experience of using Enrolly (CAS Shield)
- Experience of UKVI compliance visits and audits.
- Experience of using a Student Record Management System.

### ***Personal qualities***

- None.

## **Guaranteed Interview Scheme for applicants with a disability and other related information**

We actively encourage applications from persons with a disability.

If an applicant with a disability meets the essential criteria for the job (as set out within the Person Specification), they will be provided with the opportunity to demonstrate their abilities at an interview under our Guaranteed Interview Scheme.

In order to request a guaranteed interview, to obtain documentation in a different format, to ask for support or to discuss any issues around reasonable adjustments, in the first instance, please contact Antony Charles, Head of People and Development at [antony.charles@bil.ac.uk](mailto:antony.charles@bil.ac.uk). Please refer to our [Staff Recruitment and Development Policy](#) for further information.