

# **Job Description and Person Specification**

**Head of Admissions and Risk Assurance**

**February 2026**

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## Purpose and Values

### Purpose

**Our purpose** is:

Breaking down barriers together.

### Values

**Our values** are:

Dare to be different

Make things happen

Don't be mean

## Job Description

<b>Job Title:</b>	<b>Head of Admissions and Risk Assurance</b>
<b>Salary:</b>	Grade 4: £58,680 to £69,180
<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>	At the line manager's discretion, the postholder may be permitted to work from home on one or more days per week; 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>	<p>Undertake the role of Head of Admissions and Risk Assurance in being the authority and a source of definitive advice for senior management on all matters pertaining to admissions, compliance and risk.</p> <p>To work autonomously in protecting the reputation of the Institute by monitoring risk, maintaining our UKVI Sponsor status and compliance with all external regulations.</p>
<b>Reporting to:</b>	Acting Chief Operating Officer
<b>Line Management Responsibility:</b>	Senior UKVI Compliance Manager Admissions 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.
- Working with the Senior UKVI Compliance Manager to oversee processes for issuing visas, compliant storage of data and information and ongoing monitoring of compliance with visa conditions post registration.
- To provide expert knowledge around staff and student visa issues and to be a definitive source of advice to colleagues in Human Resources around compliance with the employment of staff and support Senior UKVI Compliance Manager with any complex student visa queries.
- To oversee the submission of the annual BCA, CoS allocation requests, agent due diligence and oversight of UKVI compliance risks.
- Monitoring withdrawals, non-enrolments, refusals in line with the UKVI metrics.
- To monitor and interpret changes in policy around admissions and UKVI compliance to ensure that changes are disseminated to relevant colleagues as necessary. To be proactive in seeking clarifications on changes as they happen.
- Senior oversight for Admissions including supporting with qualification equivalency, complex application and non-standard admissions.
- To provide updates to Senior Management Team, Senior Leadership Team and relevant committees and working groups on all matters pertaining to admissions, compliance and risk.
- To oversee Risk Management Framework, ensuring that risks are identified, flagged, monitored and escalated as necessary. Maintaining the Corporate Risk Register.
- Monitoring CMA compliance, OfS compliance and Conditions of Registration, reviewing the Student Protection Plan and managing the OfS reportable events process.
- To act as the Institute's lead on Internal Audit, Data Protection Officer responsibilities including Subject Access Requests, Freedom of Information requests and any other relevant areas.
- Ensure compliance with the Institute's regulations, policies and procedures including the Equality, Diversity and Inclusion Policy.
- Work collaboratively with all members of staff.
- Attend Staff Meetings, Staff Development sessions and all other meetings at which attendance is required.
- Ensure all communications with students and colleagues are in line with the Institute's Tone of Voice Guidelines.

- Use all IT systems appropriately and effectively, to include SharePoint and Microsoft Teams.
- Always carry out duties and responsibilities 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 relating to students with any third party without the Line Manager's express permission.
- 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***

- Significant experience of working within a higher education provider, managing teams and functions in these areas.
- Strong and detailed knowledge of the admissions, visa and compliance environment and key practices relevant to the admission of and compliance issues around international students.
- Experience of taking the lead with UKVI audits, managing and monitoring business risk using a risk management framework.
- Proven track record of innovating around process to provide improvements.
- Ability to analyse, interpret and present data patterns to flag and escalate issues, follow trends and adjust service delivery.
- High level of proficiency in the use of Microsoft Office, PowerPoint and Outlook; SharePoint; and Microsoft Teams.
- Experience of working with cross-functional teams and collaborating with senior leadership.
- Strong communication skills, with the ability to present data findings to both technical and non-technical audiences.
- Leadership skills including risk management, the ability to influence, engage and simplify complexity and ability to 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 project coordination, analytic and personal organisation 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***

- 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, People, Talent and Culture Manager at [antony.charles@bil.ac.uk](mailto:antony.charles@bil.ac.uk). Please refer to our [Staff Recruitment and Development Policy](#) for further information.