

UNIVERSITY OF SUSSEX

1. Advertisement

Post Title: Compliance Officer

School/department: Student Experience

Hours: Full time

Contract: Fixed term for 2 years

Reference: 2213

Salary: Starting at £33,707 and rising to £40,322 per annum

Closing date: 16 October 2019

Expected interview date: Week commencing 11 November

Expected start date: As soon as possible

The Compliance Officer will oversee the development and maintenance of University processes across all controlled visa categories and work with Schools of Study and Professional Services Divisions to ensure the University is compliant with all relevant legislation relating to Tier 4 student recruitment, enrolment and throughout the student lifecycle.

The post holder will be responsible for ensuring that the University meets its requirements as a Tier 4 sponsor, and develop policies to ensure that CAS-issuing, record keeping and reporting requirements are maintained, including oversight of the effectiveness of the University's attendance monitoring.

Further to this the post holder will take management responsibility for the day to day running of the UKVI compliance function located within the Office of Student Complaints, Appeals and Regulations, including the line management responsibilities.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The School / Division

The Directorate for the Student Experience provides a range of administrative, academic and support services focussed on improving the student experience, both directly to students and also to colleagues in Schools and Departments.

Our services include:

- Doctoral School
- Research Student Administration
- Academic quality and enhancement;
- The management of student complaints and appeals processes, and compliance with UKVI regulations related to students
- Development of academic policy and procedures, including assessment regulations;
- Student registration and ongoing maintenance of student records;
- Timetabling of teaching and management of room bookings;

- The management of student progress and assessment including the organisation of all formal examinations;
- Statutory returns including HESA;
- Technology and Enhanced Learning
- Careers and Employability Centre
- Counselling, Health and Wellbeing
- International Student Support
- Student Life Centre
- Student Support Unit
- Sussex Regional ACCESS Centre
- Chaplaincy

This post is located in the Office for Student Complaints, Appeals and Regulations (OSCAR)

3. Job Description

UNIVERSITY OF SUSSEX

Job Description for the post of: Compliance Officer

Department	The Division for the Student Experience
Section / Unit / School	Office for Student Complaints, Appeals and Regulations (OSCAR)
Location	Bramber House, University of Sussex, Falmer
Grade	7
Responsible to	Head of OSCAR

Key working relationships:

Tier 4 Authorising Officer, Director for the Student Experience, Associate Director (Engagement and Achievement), Head of OSCAR, Heads of Professional Services, School Administrators, Head of International Student Support, International Student Advisors, Head of Admissions, Student Progress Officers..

The key responsibilities of the post are to:

- To lead the development and implementation of the University's procedures in compliance with UK immigration legislation and the Sponsor Guidance produced by UKVI under Tier 4 of the Points Based System and to provide expert advice to the Tier 4 Authorising Officer, UKVI Steering Group and other senior colleagues as appropriate.
- Ensure continuous improvement through supporting institutional informal and formal compliance mechanisms.

- C. Manage a joined-up approach to UKVI compliance, advising line managers on UKVI compliance matters for relevant staff including Student Visa Services Group members and School staff, and line managing the Compliance Co-ordinator.
- D. Other duties

The purpose of the post is to:

A To lead the development and implementation of the University's procedures in compliance with UK immigration legislation and the Sponsor Guidance produced by the UKVI under Tier 4 of the Points Based System and to provide expert advice to Tier 4 Authorising Officer, UKVI Steering Group and other senior colleagues as appropriate.

1. Develop and maintain specialist knowledge of student immigration compliance as it relates to the UK Higher Education Sector and act as the University's representative in relation to student visa compliance matters on appropriate external networks such as the Academic Registrar's Council (ARC), the UK Council for International Student Affairs (UKCISA) and the Immigration Compliance Network (ICN), and attend seminars, meetings and conferences relevant to compliance.
2. Work with colleagues in the Student Visa Services Group to ensure that the policies and procedures for Tier 4 student compliance are implemented across the institution and are effective and efficient.
3. Act as UKVI key operational contact, undertaking any relevant duties relating to Home Office systems such as the Sponsor Management System (SMS) and the Home Office Account Management Portal (AMP), and disseminate information accordingly internally.
4. Take lead responsibility for key compliance duties such as maintaining the University's 'Alternative Collection Location' (ACL) status, the University's annual BCA renewal and the Tier 4 Licence renewal process, ensuring all relevant compliance requirements are adhered to.
5. Support the Tier 4 Authorising Officer with preparations in the event of a Home Office Higher Education Assurance Team (HEAT) audit, including undertaking light touch internal audits and ensuring relevant preparations in line with Home Office guidance.

B Ensure continuous improvement through supporting institutional informal and formal compliance mechanisms.

6. Establish processes to enable regular reviews of the University's compliance with UKVI regulations in relation to students, ensuring policies and procedures remain fit for purpose, and producing reports on the efficacy of such policies and procedures.
7. Work collaboratively with International Student Advisers, HR, School Heads of Professional Services and other colleagues to identify gaps in compliance, share sector good practice and disseminate internal good practice with a focus on the Student Experience.

8. Prepare and disseminate information on any UKVI policy updates and student-related compliance issues to the UKVI Steering Group, Audit and Risk committee and other relevant groups and committees of Council as required.
9. Maintain the University's e-learning training modules in relation to student-related UKVI compliance and in liaison with the HR Organisational Development Unit to ensure that effective staff induction processes are in place in relation to an understanding of student-related UKVI policy and responsibilities.
10. Oversee the preparation of regular reports on key compliance data such as School attendance monitoring and analysis of monthly CAS data.

C Manage a joined-up approach to UKVI compliance, advising line managers on UKVI compliance matters for relevant staff including Student Visa Services Group members and School staff, and line managing the Compliance Co-ordinator.

11. Lead the Student Visa Services group, chairing regular meetings and ensuring relevant staff across the institution are aware of compliance responsibilities and work together for a joined-up compliance approach.
12. Together with the Compliance Co-ordinator provide support to units with devolved UKVI compliance responsibilities so that they receive advice and guidance in particular on student Admissions, Registration and reporting requirements, ATAS issues and any changes to Home Office policy.
13. Be responsible for the line management of the Compliance Co-ordinator, including undertaking annual performance reviews and ensuring they undertake sufficient training and development.
14. Monitor the level of resource employed for UKVI Compliance purposes (including resource within the Schools), presenting credible business case(s) for resources where necessary.
15. Act as the UKVI compliance representative on internal working groups and committees as appropriate.

D Other Duties

16. Work with OSCAR and Divisional colleagues in a 'one professional services team' approach on compliance-related matters.
17. Willingness to work evening and weekends as required at arrival, registration and peak times.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

4. Person Specification

SKILLS / ABILITIES

	Essential	Desirable
Proven people management skills developed in a higher education environment.	Y	
Ability to innovate and develop institutional policy and practice that ensures compliance whilst avoiding excessive bureaucracy.	Y	
Ability to confidently defend a point when questioned by peers or colleagues in other areas of the University.	Y	
A high standard of written and oral communication with an ability to present complex policy with confidence to a range of diverse audiences.	Y	
A high degree of tact and diplomacy and relationship management skills, including a high degree of cultural awareness.	Y	
Ability to develop effective systems, procedures and data files.	Y	
Ability to interpret and manipulate datasets to present key information effectively.		Y

KNOWLEDGE

	Essential	Desirable
Specialist knowledge of UKVI compliance in higher education or gained in a similar role.	Y	
Extensive knowledge and understanding of current policy and the climate in HE both nationally and internationally; along with an understanding of the regulatory issues and current challenges relevant to HE.	Y	
An understanding of GDPR legislation		Y

EXPERIENCE

	Essential	Desirable
High level of literacy and ability to draft correspondence, reports, papers, briefing notes and presentations and service meetings	Y	
Experience of implementing regulations in a higher education setting, ideally including UKVI experience	Y	
Proven track record of managing complex processes and delivery on time.	Y	
Prior experience of working within a higher education setting.	Y	
Project management experience and experience of planning, implementing, monitoring and evaluating projects and systems	Y	
Line management experience and experience of motivating others	Y	

Budget Coordination through the use of in house finance systems.		Y
Experience of building networks and developing effective links with key external organisations		Y
Administration of committees, including collation and distribution of papers.		Y

QUALIFICATIONS

	Essential	Desirable
Degree level qualification preferred as the office works to encourage students to participate in Higher Education	Y	

PERSONAL ATTRIBUTES AND CIRCUMSTANCES

	Essential	Desirable
Effective administrator and good at establishing rapport, trust and respect with academic and administrative colleagues alike.	Y	
Ability to work both independently and on own initiative, as well as part of a team.	Y	
Flexible, resilient and able to adapt to change.	Y	
An ability to be the external face of the institution and to represent the University to a range of audiences sometimes at short notice	Y	
Willing to work evenings and occasional weekends	Y	

The criteria should be changed to reflect the job description and the number of criteria boxes can be increased or decreased.