



1 Advertisement

Post Title: HR Compliance Coordinator

School/department: Human Resources Division

Hours: Full time. Requests for flexible working options will be considered (subject to business need).

Contract: permanent

Reference: 9036

Salary: starting at £23,144 to £26,369 per annum.

Placed on: 14 September 2022

Closing date: 12 October 2022. Applications must be received by midnight of the closing date.

Expected Interview date: To be confirmed

Expected start date: As soon as possible

We are seeking to appoint an HR Compliance Coordinator, to join our small HR Compliance team within the Human Resources Division.

As an integral part of the HR Compliance team, you will take on a variety of tasks relating to our frontline customer-focused services, and the ongoing administration of the University's visa sponsorship and Disclosure & Barring Service processes. You'll have the opportunity to work with colleagues across the Human Resources Division, as well as the wider University community, to deliver on our compliance duties.

You'll be a strong administrator who's interested in developing and broadening your knowledge about current UK Visa & Immigration sponsorship routes, Right to Work legislation, and DBS regulations, and be ready to apply this knowledge every day with our service-users.

With a new immigration system still in its infancy, a renewed momentum to move towards digital immigration status, and the introduction of Identity Document Validation Technology, this is an exciting time to be working in compliance, and you'll help lay the groundwork for our new ways of working as we adapt to these changes.

Please contact Bethany King b.king@sussex.ac.uk for informal enquiries.

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 Human Resources division is made up of five departments as listed below;

- HR Business Services
- Payroll and Pensions
- Organisational Development
- Reward and Benefits
- Equality, Diversity and Inclusion

The HR Compliance team sits within the Business Services department, and deals with all aspects of visa management and UKVI compliance, Prevention of Illegal Working, and DBS compliance. More information on the Human Resources division can be found here: <http://www.sussex.ac.uk/humanresources/>

3. Job Description

Job Title: HR Compliance Co-ordinator

Grade: 4

School/Division: Human Resources

Location: Sussex House, Falmer Campus

Responsible to: HR Compliance Manager

Direct reports: N/A

Key contacts: HR Compliance Manager, HR Compliance Officer, HR Business Services team, Payroll team, Skilled Worker and Tier 5 Authorising Officer, Designated Responsible Officers/Assistants for Academic Schools and Professional Services Divisions, Academic Registry team, Research Student Administration team.

Role description:

To work as part of the HR Compliance team to provide frontline practical administrative support and guidance to prospective employees, managers, and staff at all levels on matters relating to Prevention of Illegal Working compliance, UK Visa & Immigration (UKVI) sponsorship license compliance, and Disclosure & Barring Service (DBS) compliance. To address routine queries and requests from service users and colleagues, and work to established processes. To be a designated Level 1 user on the University's Skilled Worker and Tier 5 GAE sponsorship licenses.

Key accountabilities

1. Advise candidates and recruiting managers on routine aspects of visa compliance, DBS requirements, and prevention of illegal working; referring to the HR Compliance Officer where appropriate.

2. Day-to-day management of the HR Compliance team's shared email inbox and calendar.
3. As part of a regular monthly review process, assist the HR Compliance Officer in identifying and initiating any contact or action that is required in relation to employees' ongoing visa sponsorship.
4. Complete Right to Work and DBS identity checks for new and existing employees.
5. Keep up to date with key UKVI legislation relating to sponsorship of migrant workers, and attend training as directed by the HR Compliance Manager.
6. As a Level 1 User, complete relevant tasks using the UKVI Sponsorship Management System.
7. Alongside the HR Compliance Officer, attend regular meetings with relevant HR colleagues in order to plan for new starters' visa needs.
8. Update visa and DBS information on employee records on the Resource Link system.
9. Act as first point of contact for service-users in the effective and efficient delivery of services.
10. Maintain up-to-date knowledge of University policies and processes.
11. Carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

This role does not have any budget responsibility.

This role does not have any line management responsibility.

This role does not have any responsibilities for equipment or premises.

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

4. Person Specification

ESSENTIAL CRITERIA

1. Educated to GCSE level standard (or equivalent).
2. Ability to manage own time, organize own workload, and work unsupervised.
3. Pro-active and able to use initiative to resolve problems or refer on as appropriate.
4. Ability to communicate effectively both orally and in writing, with people at all levels and who do not speak English as a first language.
5. Excellent attention to detail.
6. Experienced and competent user of Microsoft Office packages (Word, Excel, Outlook).

7. Significant experience in a busy administrative or customer service role.
8. Able to input data into systems and spreadsheets quickly and accurately.
9. Ability to deal sensitively with difficult or complex situations.

DESIRABLE CRITERIA

1. Educated to A-Level standard or equivalent.
2. Understanding of Human Resources administration.
3. Knowledge or experience of UKVI sponsorship requirements and prevention of illegal working compliance.
4. Knowledge or experience of working within DBS regulations.