



OPPORTUNITY

Visa Compliance Credibility Officer

Reference: 0008-23
Grade: 8
Salary: £35,333 to £42,155 per annum, depending on experience
Contract Type: Permanent
Basis: Full Time

Job description

Job Purpose:

Working within the Visa Compliance Team and acting as a point of specialist reference for all matters relating to International Student Credibility to enable the University to recruit and retain international students in compliance with relevant legislation, regulations, policies and procedures.

Main duties and responsibilities

- ▶ Develop and maintain detailed, expert and up-to-date knowledge of legislation, regulations, codes of practice, policies and procedures for the Student Route, and in particular in relation to credibility.
- ▶ Maintain and actively review University policies and procedures relating to the above.
- ▶ Respond to queries from individual members of staff, agents or student applicants by providing advice on the University's policies and procedures and general information on UKVI rules, recognising when individuals need to be referred for interview or advice.
- ▶ Maintain an Audit Action Plan with the Visa Compliance Team on a weekly basis and identify and rectify any gaps. In the event of a UKVI inspection, prepare files, documents and guidance ready for audit inspection.
- ▶ Work with the Senior Visa Compliance Credibility Officer to draft reports, papers and responses to government or sector-led consultations.
- ▶ Work with the Senior Visa Compliance Credibility Officer and the Visa Compliance Team to identify and interpret changes to UKVI legislation, rules and guidance and recommend changes to policies and procedures in line with current requirements and good practice.
- ▶ Maintain specific guidance for Student Visa Credibility Interviews and related processes.
- ▶ Impartially interview all students needing credibility checks and maintain accurate and unbiased files outlining decisions and escalating more serious cases to senior management as appropriate.
- ▶ Act as a Level 1 user of the Sponsorship Management System to undertake reporting duties in line with UKVI rules and licence conditions.
- ▶ Act as an Authorised Biometrics Residence Card (BRP) handler for the University for the storage, recording and distribution of BRP's to the international student community.
- ▶ Work with the relevant colleagues to co-ordinate processes relating to visa credibility. Produce and update as necessary the templates for communications to be issued by the Visa Compliance Team outlining Sponsored Student Responsibilities.
- ▶ Produce guidance to enable staff to proactively and meticulously update student applicant records.
- ▶ Conduct regular spot-checks of files and records, immediately alerting the Authorising Officer(s) of any issues, compliance gaps or breaches.
- ▶ Provide management information and summary reports as required e.g. numbers of individuals needing interviews, highlighting students of concern and spotting trends in failures.
- ▶ Work as part of the Visa Compliance Team, assessing CASs and providing UKVI reports when necessary.
- ▶ Develop and maintain excellent working relationships with key contacts and stakeholders across the University.
- ▶ Assisting the Visa Compliance Team with student fee assessments.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
 - ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
 - ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
 - ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.
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Person specification

	Essential	Method of assessment
Education and qualifications	Qualified to a minimum of undergraduate degree level or equivalent.	Application form and interview
Experience	<p>Experience of continuous professional development.</p> <p>Recent experience of working in an interview and assessment based role.</p> <p>Recent experience of working in a Compliance advisory role.</p> <p>Experience of providing policy advice to various levels of staff within a complex organisation.</p>	Application form and interview
Aptitude and skills	<p>Very strong analysis and reasoning skills, with the ability to comprehend, interpret, synthesise and apply complex information from a variety of technical and/or legislative sources in order to provide clear and accurate advice.</p> <p>Well-developed interpersonal skills with the ability to develop and maintain collaborative working relationships with colleagues at all levels in order to progress issues and influence outcomes.</p> <p>Reliable and resilient; able to cope with pressure.</p> <p>Strong organisational skills, with the ability to plan and manage own workload to objectives and deadlines and to take responsibility for coordinating the input of others to resolve issues or progress tasks.</p> <p>A high standard of written and spoken English, with the ability to produce clear and concise written guidance as well as the ability to deliver training in a clear, understandable and effective way.</p>	Application form and interview

	Essential	Method of assessment
	<p>Meticulous attention to detail, and able to relate specific facts to the bigger picture.</p> <p>Evidence of the ability to learn and apply knowledge of a wide range of UKVI procedures, policies, regulations and legislation.</p> <p>An excellent working knowledge of Microsoft Office products e.g. Word, Excel and PowerPoint and of a Records Management system. Experience of working in Higher Education</p> <p>Strong commitment to continuous professional development, particularly in maintaining up to date knowledge via participating in immigration networks, attending relevant seminars, sector briefings and reading government/statutory briefings.</p>	

	Desirable	Method of assessment
Experience	<p>Experience of working in Higher Education.</p> <p>Use of the UKVI SMS System.</p>	Application form and interview

How to apply

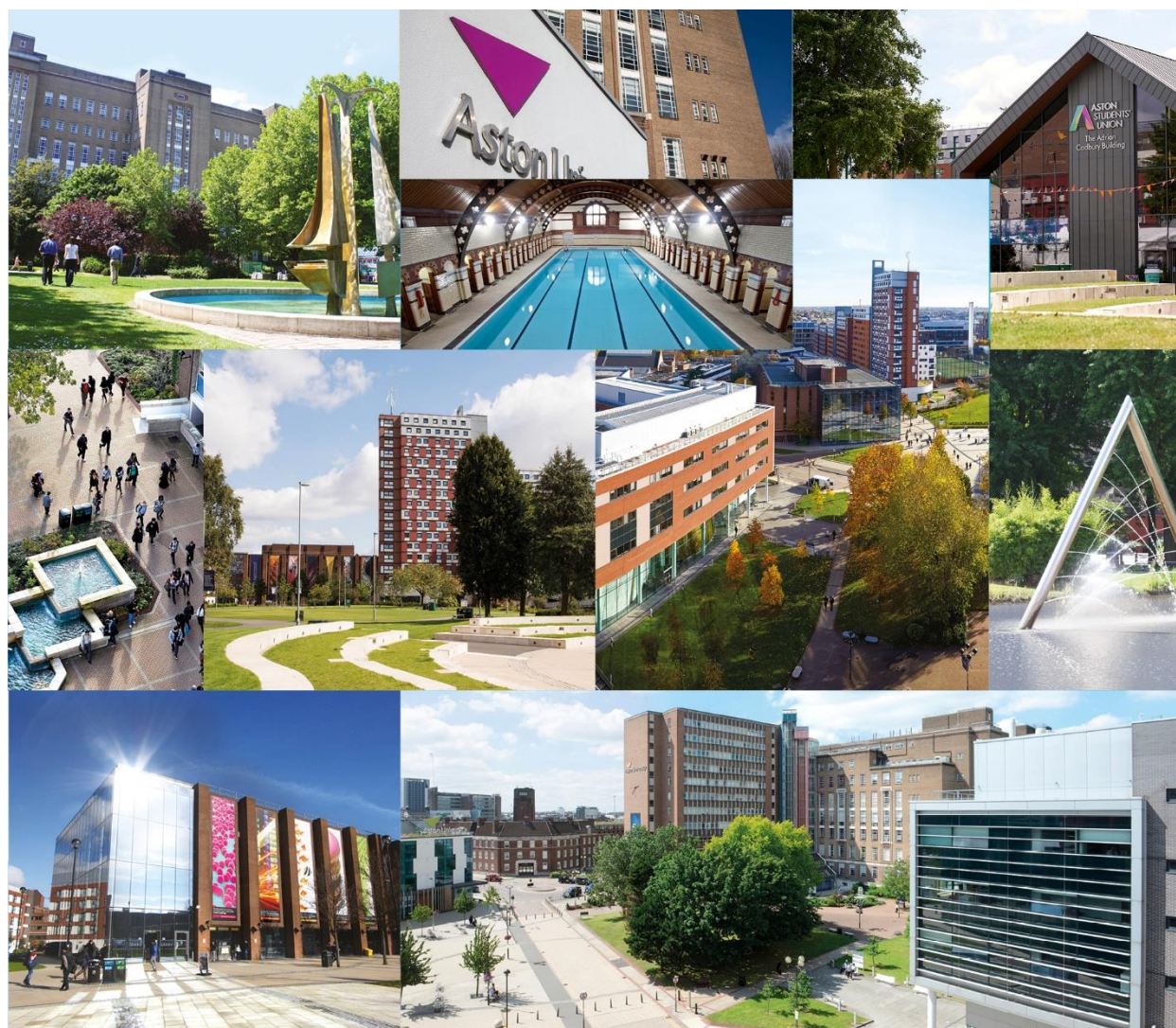
You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59hrs GMT on the advertised closing date.

All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via jobs@aston.ac.uk.



Contact information

Enquiries about the vacancy:

Name: Kevin Matthews
Job Title: Visa Compliance Credibility Officer
Email: k.matthews3@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy.

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK:

Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage <https://www.gov.uk/settled-status-eu-citizens-families>

Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English Language requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

Skilled Worker Visa

<https://www.gov.uk/skilled-worker-visa>

Global Talent Visa

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

<https://www.gov.uk/global-talent>

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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aston.ac.uk



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gets real.**