



Visa Compliance Officer

Reference: 0009-23
Grade: 8
Salary: £35,333 to £42,155 per annum, depending on experience
Contract Type: Permanent
Basis: Full Time

Job description

Job Purpose

Pre-Entry Immigration Checks:

To be responsible for assessing international applicant suitability for a Confirmation of Acceptance for Studies (CAS).

Home Office Compliance:

To assist with the day to day tasks associated with maintaining the University Student Sponsor Licence.

Main duties and responsibilities

Pre-Entry Student Engagement:

- To be responsible for the monitoring of international students prior to their arrival in the UK. Highlighting levels of concern and liaison and collaboration with the Colleges, the Senior Visa Compliance Officers and Lead ONCAMPUS Aston Visa Compliance and Monitoring Officer.
- To analyse data related to student pre-entry engagement and other Student Sponsor duties. This involves extracting data and data analysis, as well as interpreting trends, patterns, identifying risks and providing data reports.
- To ensure students who start to study at non-standard times of the year, receive the relevant and appropriate information regarding their pre-entry engagement at the University.
- To work closely with the International Student Advice Team regarding visa advice and staff at ONCAMPUS Aston regarding pre-entry information.

Home Office Compliance:

- To work as a member of the Visa Compliance team to provide visa compliance advice to international students and members of staff.
- To assess pre-CAS questionnaires, including checking financial documentation, and make decisions on the eligibility for a Confirmation of Acceptance for Study (CAS) for Aston Students and ONCAMPUS Aston.
- To provide support and advice to International Recruitment staff and Admissions staff about CAS generation.
- Seeing the journey through from application to arrival and ensure that students have the ability to arrive on time by University deadlines.
- To make decisions on academic progression and study at the same level.
- To help with the visa and passport scanning as students arrive at the University.
- To be responsible for Home Office reporting requirements for both Aston Students and ONCAMPUS Aston.
- To help assess and make decisions on eligibility for Home/EU/Overseas Tuition Fees, including checking full immigration histories and evidence of residency.

- 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 Officer to draft reports, papers and responses to government or sector-led consultations.
- To be a Level 1 user on the Home Office Sponsor Management System.
- 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.

General

- To support and promote the work of Student and Academic Services by contributing to, and maintaining, the cohesive student support environment that our students expect and deserve in order to enhance the student experience at the University.
- To promptly record casework on an electronic case recording system as required.
- To undertake appropriate training and development in order to meet the requirements of the post, the aims of the annual Performance Development Review and in line with management initiatives.
- To undertake any other duties and responsibilities, commensurate with the post as requested by the Head of Visa Compliance.

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.

Person specification

	Essential	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> Qualified to a minimum of undergraduate degree level or to A level standard with relevant experience. 	Application form
Experience	<ul style="list-style-type: none"> Current or very recent experience in the higher education sector or in the immigration sector. Experience of dealing with large volumes of data, working with Excel spreadsheets including extracting and comparing data from a number of sources for analysis. Understanding and interpreting basic policy, regulations and guidance. 	Application form and interview
Aptitude and skills	<ul style="list-style-type: none"> Ability to perform effectively in a busy work environment, manage a high workload, and respond to frequently changing priorities with the guidance and assistance of a supervisor. A sound working knowledge of Microsoft Office products eg Word, Excel and PowerPoint and the ability to use an electronic case recording system. An interest in the issues experienced by international students relating to UK Visa and Immigration (UKVI) requirements. A high standard of written and spoken English, with the ability to produce clear and concise written material such as reports about data. A confident communicator, with an enthusiastic and dependable approach and the ability to work under pressure as a member of a team. 	Application form and interview

	Essential	Method of assessment
	<ul style="list-style-type: none"> The ability to think logically and suggest solutions. 	

	Desirable	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> An advice-based qualification. 	Application form
Experience	<ul style="list-style-type: none"> Providing visa advice to international students. Experience of generating a Confirmation of Acceptance for Study Experience of monitoring international students in a higher education environment. Writing and updating information for international students. Visa compliance advice for students. Experience of delivering training. 	Application form and interview
Aptitude and Skills	<ul style="list-style-type: none"> Excel training and/or data management. UKCISA or other immigration training courses. 	Application form

How to apply

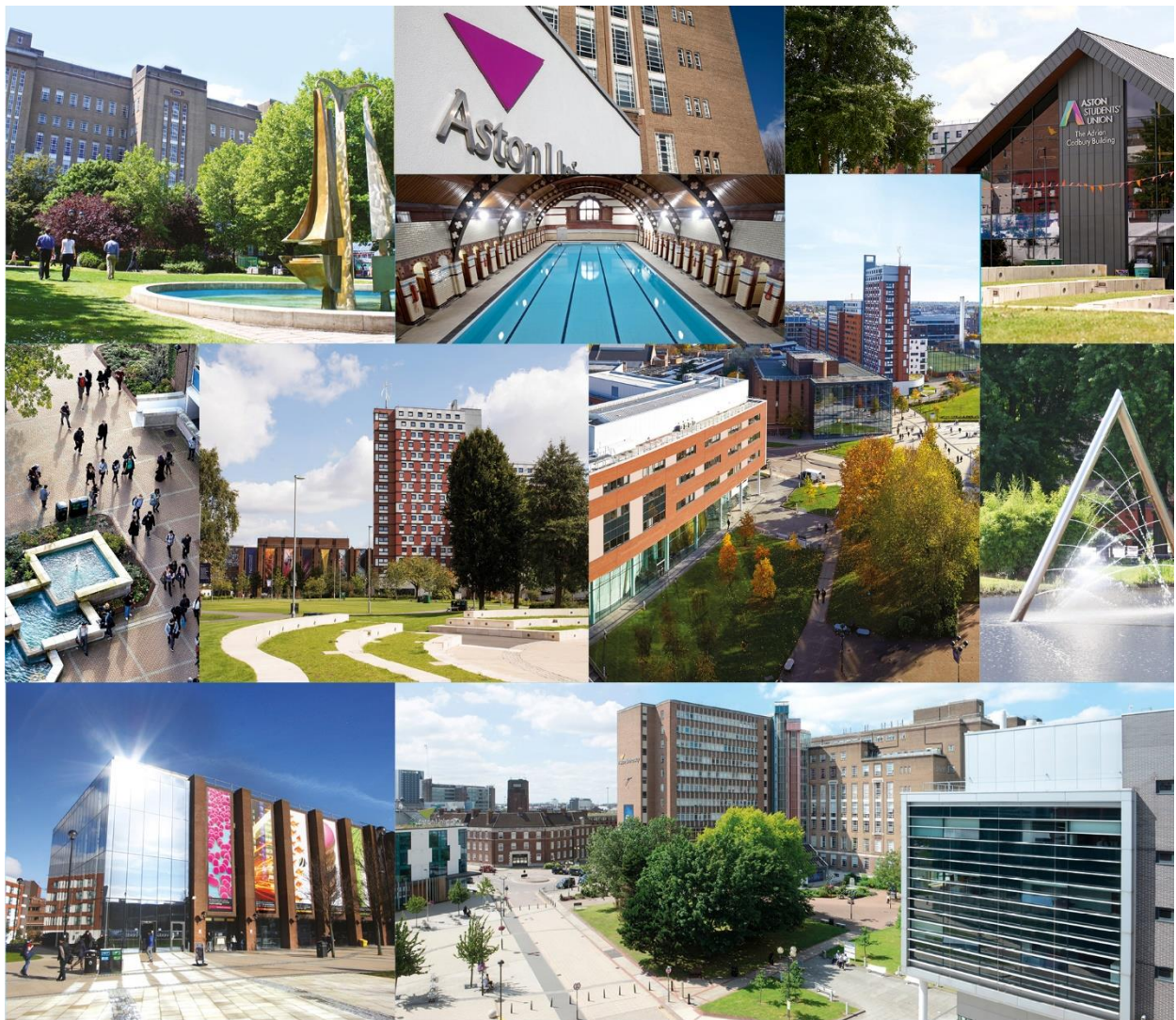
You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

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: Vy-Liam Ng
Job Title: Visa Compliance Officer
Email: v.ng@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.**