



OPPORTUNITY

Visa Compliance Reports Officer

Reference: 0010-23
Grade: 7
Salary: £27,929 to £33,314 per annum, depending on experience
Contract Type: Permanent
Basis: Full Time

Job description

Job Purpose:

To assist with the day-to-day reports associated with running the functions of the Visa Compliance team in accordance with United Kingdom Visa and Immigration (UKVI) Sponsor licence rules and regulations.

Main duties and responsibilities

- Managing the weekly UKVI reports by way of collating large quantities of data to ensure we are meeting our Sponsor Licence requirements
- Responsible for managing multiple spreadsheets and analysing data to ensure accuracy against university student records management systems
- Manage the weekly reporting process and make necessary updates and changes as and when required to meet the UKVI requirements and deadlines
- Contact students to ensure reporting data is up to date and accurate (for example, maintaining addresses, updated passports etc)
- Identify risks and resolve student/sponsor licence issues pertaining from student data analysis and escalating more serious cases to senior management as appropriate
- Liaise with Colleges and wider University stakeholders to ensure data accuracy
- To investigate and resolve queries in relation to reporting data
- To provide assistance with the preparation and involvement in the University enrolment sessions, including the passport and visa scanning process
- To actively report students and circumstances weekly to the UKVI as required by our Sponsor Licence such as changes of circumstances, withdrawals, breaches of visa conditions
- 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
- Present and disseminate data effectively to senior management
- To be a Level 1 user on the UK Visas and Immigration (UKVI) Sponsor Management System (SMS)
- Act as an Authorised Biometrics Residence Card (BRP) handler for the University for the storage, recording and distribution of BRPs 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 to enhance the student experience at the University; whilst balancing the UKVI responsibilities to report student activity in a timely manner
- To promptly record casework on an electronic case recording system as required
- To undertake appropriate training and development 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
- Assist with the wider development of the Visa Compliance Team and duties

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"> Degree or equivalent 	Application form
Experience	<ul style="list-style-type: none"> Administrative work in a busy customer focused environment Experience of using database/spreadsheet systems in a work environment including entering, accessing and monitoring large volumes of data 	Application form and interview
Aptitude and skills	<ul style="list-style-type: none"> Excellent IT skills including use of Microsoft Office packages particularly Excel Proven organisational, time management and prioritisation skills – ability to multitask Excellent oral and written communication skills Excellent data analytical skills to interpret and manage large data Excellent interpersonal skills Ability to maintain a high level of accuracy and concentration Experience in producing high quality analysis and/or reports Extract and understand key messages that are aligned to the organisation's goals from complex, noisy, multiple databases/spreadsheets using the most-relevant analytical technique Proactive, positive and enthusiastic approach Flexible and adaptable approach Ability to work effectively on your own or with others under minimum supervision Strong team player; happy to support other colleagues and actively 	Application form and interview

	Essential	Method of assessment
	<p>contribute to the overall effectiveness and responsiveness of the team</p> <ul style="list-style-type: none"> • Strong customer services focus with the ability to deal with a wide range of people including senior academic staff, students and external contacts • Professional approach including a proven ability to manage sensitive or confidential information 	

	Desirable	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> • Experience of working in Higher Education 	Application form
Experience	<ul style="list-style-type: none"> • An interest in the issues experienced by international students relating to UK Visa and Immigration (UKVI) requirements 	Application form and interview
Aptitude and Skills	<ul style="list-style-type: none"> • UKCISA or other immigration training courses 	Application form

How to apply

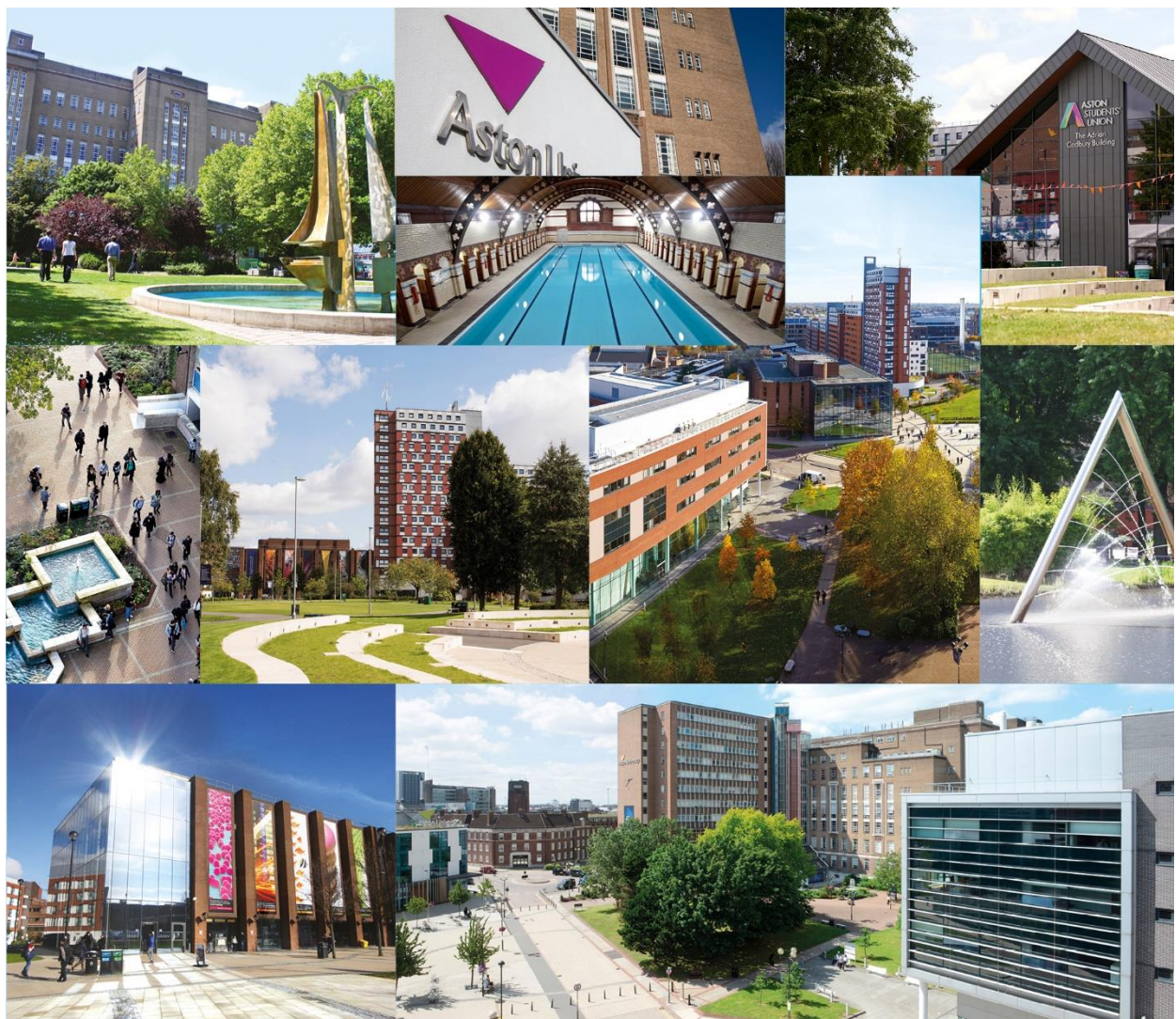
You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

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: 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.**