

HR Recruitment Advisor (Immigration)



OPPORTUNITY

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gets real.



Reference: 0105-26

Grade: 7

Salary: £31,236 to 36,636, per annum, depending on experience

Contract Type: Fixed Term (Maternity Cover for 12 months or until the postholder returns, whichever is sooner)

Job description

Job Purpose:

To provide operational immigration and recruitment support within HR Operations, ensuring the University recruits and retains staff and temporary workers in full compliance with UK immigration legislation and University policies.

The role also provides flexible recruitment and administrative support during peak periods and deputises for managers when required.

Main Duties/Responsibilities

Immigration

- ▶ Maintain up-to-date, specialist knowledge of UK immigration legislation, policies and procedures, including Right to Work, Skilled Worker, Global Talent, Student Workers and Temporary Work (GAE) routes.
- ▶ Support the Staff Immigration Manager in maintaining immigration policies, procedures, guidance and web content.
- ▶ Respond to staff and manager queries by providing guidance and signposting, escalating complex cases to the Staff Immigration Manager or external IAA advisers as appropriate.
- ▶ Advise recruiting managers and candidates on visa eligibility, SOC codes and alternative visa routes, in collaboration with the Staff Immigration Manager.
- ▶ Undertake immigration compliance duties as a Level 1 SMS user, including issuing Certificates of Sponsorship and reporting changes of circumstances.
- ▶ Create and maintain UKVI audit files for sponsored workers and track visa application progress.
- ▶ Support Global Talent applications, including advising on processes and drafting endorsement letters.
- ▶ Assist with UKVI audit preparation, maintain audit action plans and conduct regular compliance checks, escalating risks or breaches promptly. Support monitoring of Student visa working hours.
- ▶ Identify and implement process improvements to enhance immigration compliance, efficiency and customer service.

Recruitment and Administration operational support

- ▶ Provide recruitment and administrative support during peak periods, including pre-employment checks and DBS processing.
- ▶ Support recruitment and casual worker activity across the University as required.
- ▶ Contribute to continuous improvement initiatives and best practice within the team.

Other

- ▶ Build effective working relationships with stakeholders across the University.
- ▶ Deputise for the Staff Immigration Manager and Recruitment and Administration Managers when required.
- ▶ Participate in departmental activities and initiatives as needed.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities.
- ▶ 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.

Reports to: Staff Immigration Manager

Person specification


	Essential	Method of assessment
Education and qualifications	<p>Degree level qualification.</p> <p>Experience of continuous professional development.</p>	Application form and interview
Experience	<p>Strong understanding of UK work visas and employer/Skilled Worker sponsor immigration responsibilities.</p> <p>Experience in a customer-focused role with internal and external stakeholders.</p> <p>Experience providing policy advice within a complex organisation.</p> <p>Experience of pre-employment checks and HR/employee management systems.</p>	Application form and interview
Aptitude and skills	<p>Strong analytical skills with the ability to interpret and apply complex legislative information.</p> <p>Highly organised, detail-oriented and able to manage competing priorities.</p> <p>Resilient, reliable and able to work effectively under pressure.</p> <p>Proactive, solutions-focused and customer-oriented.</p> <p>Excellent written and verbal communication skills.</p> <p>Strong IT skills, including Microsoft Office and data reporting.</p> <p>Ability to work independently and collaboratively.</p>	Application form and interview

	Desirable	Method of assessment
Education and qualifications	CIPD part-qualified or substantial HR administration experience with knowledge of employment law.	Application form
Experience	<p>Recent experience in an immigration compliance or advisory role.</p> <p>Experience working in Higher Education.</p> <p>Experience using the UKVI Sponsorship Management System.</p> <p>Experience of end-to-end recruitment processes.</p>	Application form and interview

University values


All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.

Values + Behaviours




Innovation

We strive for excellence within ourselves and others, providing solutions to new and existing challenges.



Collaboration

We work best when we are collaborative, working together to contribute to the Aston community.




Ambition

We strive together for improvement and innovation looking ahead to see the bigger picture.



Inclusion

We treat everyone in our community equally and how they would like to be treated.



Integrity

We are open, honest and fair. We take ownership of the way we work and how we treat each other.

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 23.59 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 recruitment@aston.ac.uk.

Contact information

Enquiries about the vacancy:

Name: Joel Clarke-Davey

Job Title: Staff Immigration Manager

Email: j.clarke-davey@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via recruitment@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: [Benefits and Rewards | Aston University](#)

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: Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/skilled-worker-visa> You can also find further information on our candidate immigration [web page](#).

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see our candidate immigration [web page](#) for further details.

Before you start and Right to Work

Right to Work Check

All employees must complete a Right to Work check before they commence work at Aston. HR will contact you during the onboarding process to arrange your check.

Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents that can help you find suitable accommodation. Useful websites for support and guidance

<https://www.gov.uk/government/publications/how-to-rent/how-to-rent-the-checklist-for-renting-in-england> and <https://www.citizensadvice.org.uk/housing/>

You can also use property search websites such as Rightmove or Zoopla.

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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