

JOB DESCRIPTION

Job Title:	Senior HR UKVI Compliance Officer	Grade:	SG7
Department:	Human Resources	Date of Job Evaluation:	Oct 2020
Role reports to:	Head of HR Services		
Direct Reports	UKVI Compliance Officer		
Indirect Reports:	N/A		
Other Key contacts:	HR Services Staff, Payroll, Student Visas and Compliance		
<p>This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.</p>			

PURPOSE OF ROLE: To ensure that the University of Greenwich is compliant with UKVI requirements regarding the employment of migrant workers whether staff or student staff under either Tier 2/Skilled Worker Visa, Global Talent, Tier 4/Student Route visas as well as Settled and Pre Settled EU staff. The post holder will lead the UKVI compliance function and will review, amend or develop all HR processes or systems relating to migrant worker employment to ensure the University is compliant with UK immigration law.

The post holder will also lead in cascading information regarding these processes and systems and associated compliance requirements to key users and stakeholders across the University.

KEY ACCOUNTABILITIES:

Team Specific:

- Line manage and oversee the work of the UKVI Compliance Officer(s)
 - Audit HR staff files for compliance in the employment of migrant workers
 - Lead a review of HR processes with regard to the latest changes from the UKVI and ensure the recruitment of staff and student staff is compliant with the legislation
 - Review, develop and update processes for HR and Payroll which may reduce the risk of UKVI compliance breaches
 - Review, develop and update written guidance on UKVI compliance and recruitment processes for both HR Directorate Staff and key stakeholders across the University
 - Deliver briefings for administration staff and key managers across the University with regard to the UKVI matters
- Ensure continued compliance with regard to engaging Special Lecturers and External Examiners into the University, liaising with colleagues in GLT, the Faculties and Payroll
- Lead research into best practice in comparable HE and public sector institutions regarding UKVI employment matters
 - Attend a variety of training, development and networking opportunities to ensure knowledge is up to date

- Develop training materials and deliver the information and compliance requirements to staff and senior stakeholders across the University
- Meet regularly with the HRIS team to discuss data integrity in Horizon, keep abreast of the quarterly updates and discuss reporting needs
- Contribute to UKVI Project fortnightly meetings and updates
- Regular monitoring of migrant workers staff files ensuring records are accurate and kept up to date in line with statutory guidance
- Ensure UKVI systems are proactively and meticulously maintained and updated
- Actively monitor the expiry date of visas and associated immigration documents
- Liaise with migrant workers and their Line Managers / HR Managers to ensure such staff members have continuing permission to work in the UK
- Be a level one user of the UKVI Sponsor Management System and ensure all sponsorship duties are fulfilled in a timely and compliant manner
- To prepare and facilitate for UKVI audit visits
- Produce statistical returns and figures as required, liaising with HRIS
- Oversee regular spot checks on files and records of migrant workers, alerting the Head of HR Services of any concerns, compliance gaps or potential breaches

Generic:

- Maintain an in-depth knowledge of UK Immigration law suitable to the requirements of the role
- Proficient use and operation of IT packages used by the HR Department

Managing Self:

- The post-holder will be self-motivated with the ability to work under pressure during peak periods
- The post-holder will be team-focused, providing support for colleagues and activities as required
- Develop and maintain positive relationships with a range of stakeholders including but not exclusively, migrant workers, Heads of Department, Line Managers, HR Managers and HR colleagues.

Core Requirements:

- Adhere to and promote the University's policies on Equality and Diversity and Information Security;
- Ensure compliance with Health & Safety and Data Protection Legislation;
- Support and promote the University's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.

Additional Requirements:

- Any other duties as may be reasonably requested by your line manager.

KEY PERFORMANCE INDICATORS:

- Ensuring compliance with UKVI statutory duties at all times
- Ensuring UKVI subject knowledge is up to date at all times and that key changes to legislation are disseminated to key stakeholders in a timely manner
- Timely production and delivery of work, meeting deadlines as required
- Building effective relationships with key stakeholders
- Enquiries responded to in a timely manner

KEY RELATIONSHIPS (Internal & External):

- HR Directorate colleagues, in particular those from HR Services Teams
- Staff in Faculties and Directorates across the University including Student Visas and Compliance, migrant workers both sponsored and non-sponsored
- UKVI helpline and other Home Office resources / departments as required.

PERSON SPECIFICATION

Essential	Desirable
Qualifications <ul style="list-style-type: none"> • Degree or equivalent experience • English Level 3 or above 	Qualifications <ul style="list-style-type: none"> • Up to date training in current UKVI legislation
Knowledge <ul style="list-style-type: none"> • Knowledge of UK Immigration law and best practice in this area • Knowledge of Project Management principles • Knowledge of HE institutions and the challenges in the sector 	Knowledge <ul style="list-style-type: none"> • Knowledge of Oracle Cloud and an e-recruitment system
Experience <ul style="list-style-type: none"> • Administrative experience within a team • Experience of working with visas and compliance including conducting right to work checks • Experience of planning and prioritising work in order to meet deadlines • Experience of working collaboratively across different functional areas • Experience of working in a busy and professional office 	Experience <ul style="list-style-type: none"> • Administrative experience gained in the HE sector • Experience' of line managing staff • Experience of delivering training/development in UKVI and immigration compliance
Skills <ul style="list-style-type: none"> • Building and maintaining relationships with key stakeholders in a professional manner (e.g. courteously, efficiently, 	Skills <ul style="list-style-type: none"> • N/A

<p>assessing level of priority)</p> <ul style="list-style-type: none"> • Ability to anticipate potential problems / anomalies and deal with them before they become major issues • Working proactively and effectively without close supervision • Excellent communication and interpersonal skills (in writing, over the phone and in person) • Competent user of Microsoft Office • Able to create reports and compile statistics as required. • <p>Personal attributes</p> <ul style="list-style-type: none"> • We are looking for people who can help us deliver the values of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity • Confident, Self-Motivated • Results Focused 	<p>Personal attributes</p> <ul style="list-style-type: none"> • N/A
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