

Job Description

Position:	UKVI Compliance Assistant
School/Service:	Division of Marketing, Recruitment & Admissions
Reference:	MRA-100/P
Grade:	Grade 3
Status:	Permanent
Hours:	Full-Time (36.25 hours per week)
Reporting to:	UKVI Compliance Lead

Main Function of the Position:

To provide administrative and operational support to the UKVI Compliance team in delivering a compliant and efficient service for international applicants and students. To assist with monitoring, recording, and reporting tasks, ensuring adherence to the University's UKVI licence, Admissions Policy, and relevant regulations.

Principal Duties and Responsibilities:

1. Provide administrative support for the University's UKVI Compliance Service in accordance with University policies and relevant regulations (e.g., UKVI, UCAS, OFS).
2. Assist with processing international student applications, including basic qualification checks, data entry, and supporting CAS issuance under guidance.
3. Maintain accurate student records and ensure timely input into the University's student systems (SITS).
4. Support the UKVI Compliance Lead in monitoring compliance, including attendance, enrolment, and progression data.
5. To liaise with internal stakeholders and respond to queries regarding their applicants or students, providing updates as required.
6. Help prepare reports for internal stakeholders and assist with standard data requests.
7. Respond to routine enquiries from students and colleagues about application procedures, UKVI compliance, and student visas.
8. Support the delivery of training and briefings to staff and students on UKVI obligations, under supervision.

9. Contribute to the efficient and effective operation of Confirmation and Clearing ensuring UCAS clearing procedures are adhered to.
10. Assisting in University events including clearing and open days as and when required.
11. Attend relevant meetings related to UKVI compliance including external conferences and training sessions. To include responsibility for own understanding of admissions and compliance issues within the sector.
12. Working flexibly as part of the team including some evening and weekend work at peak times.
13. From time to time undertake other appropriate duties as may be required by the Director
14. Ensure and maintain integrity and confidentiality of data in line with statutory and corporate requirements.
15. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role.
16. Ensure a safe working environment and abide by university health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times

Note:

This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the position requirements to be performed and if necessary, update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the post holder.

Please note that this appointment may be subject to Disclosure and Barring Clearance

Person Specification

Position: UKVI Compliance Assistant		Reference: MRA-100/P	
Service: Marketing, Recruitment & Admissions		Priority (1/2)	Method of Assessment
Criteria			
1 Qualifications			
1 a)	Educated to Level 3 standard or equivalent, including GCSE Grade 4/5 or C or equivalent in Mathematics and English	Priority 1	Application Form
1 b)	Gained or working towards a degree qualification or equivalent	Priority 2	Application Form
2 Skills / Knowledge			
2 a)	Awareness of the requirements associated with operating within a customer service environment	Priority 1	Application Form / Interview
2 b)	Strong keyboard and office IT skills	Priority 1	Application Form / Interview
2 c)	Knowledge of IT systems and ability to learn new software	Priority 1	Application Form / Interview
2 d)	Highly numerate and literate	Priority 1	Application Form / Interview
2 e)	Ability to meet deadlines and prioritise work	Priority 1	Application Form / Interview
2 f)	Be able to communicate effectively with colleagues, students and external contacts, both verbally and in writing	Priority 1	Application Form / Interview
3 Experience			
3 a)	Data entry experience	Priority 1	Application Form / Interview
3 b)	Evidence of some office related experience	Priority 1	Application Form / Interview
3 c)	Experience working in a compliance or audit setting	Priority 2	Application Form / Interview
4 Personal Qualities			
4 a)	Be customer focussed	Priority 1	Interview
4 b)	Enthusiasm to acquire new knowledge and skills from experienced team members and through staff development	Priority 1	Interview
4 c)	Engage and work with the team using own initiative to meet appropriate goals	Priority 1	Interview
4 d)	Be able to communicate effectively with applicants and staff	Priority 1	Interview
4 e)	Ability to work flexibly to meet the requirements of the post	Priority 1	Interview
4 f)	Show sensitivity to individual differences	Priority 1	Interview
4 g)	Be accurate with meticulous attention to detail	Priority 1	Interview
5 Other			
5 a)	Willing to undertake staff development, which may take place outside the University	Priority 1	Application Form / Interview
5 b)	Commitment to the University's policy on equal opportunities and diversity	Priority 1	Application Form / Interview

Note:

1. **Priority 1** indicates **essential/vital** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required