Immigration Manager

About the Role

The role has the following key elements:

1. To ensure that appropriate policies, procedures and systems are in place in order for The University to comply with UKVI immigration rules and to meet internal and external audit requirements.

2. To provide accurate advice across the University on the University's immigration policies and UKVI guidance, with extensive knowledge in Tier 2 (general), Tier 4 (students) and Tier 5 (Government Authorised Exchange).

3. To brief, train and update staff across the University in any changes made to University policies and procedures and UKVI rules.

Key Responsibilities

Regularly identify and interpret changes to UKVI rules and guidance, making the necessary changes to policies and procedures in conjunction with the People Services Policy Team, to ensure the University remains compliant with its sponsorship duties, whilst enabling the University to attract and retain staff, students and visitors. This covers Tier 2 (general), Tier 4 (students), Tier 5 (Government authorized exchange).

An SME who proactively identifies and addresses immigration issues that may affect the University, obtaining clarification from UKVI where necessary, advising (where regulated to do so) or liaising with the University’s immigration lawyers to provide the University’s Authorising Officer and Senior management with guidance, to assist with making informed decision as to what actions should be taken and anticipate longer term issues.

Act as the Key Contact and a Level 1 user for the University’s sponsor license to draft and assign Certificates of Sponsorship (CoS), and Confirmation of acceptance for studies (CaS), carry out UKVI reporting duties and submit annual Certificate of Sponsorship allowance and Confirmation of acceptance to study applications. (include re CAS) Confirmation of acceptance for studies.

Act as a point of contact across the University for immigration matters and potential immigration breaches. Assist and advise the Authorising Officer and Senior management regarding such breaches and liaise with specialist immigration legal advisers as required. Responsible for writing and maintaining guidance and processes for staff both within People Services as well as the wider University in a timely manner. Regularly reviewing processes and procedures to ensure they are working effectively and efficiently and responsible for making necessary recommendations and changes.

Responsible for providing appropriate communications to inform University staff of changes as appropriate. This will involve verbal, written and structured training as appropriate.
To prepare appropriate communications to advise relevant University staff of immigration changes and where appropriate, prepare and deliver briefings to relevant staff. This will involve written communications and guidance, raising awareness of immigration issues (e.g. developing case studies), contributing to the Unit communications and face to face briefings/workshops.

Responsible for carrying out regular internal audits on all processes and records in relation to UKVI and the responsibilities the University has as a sponsor. These processes and records will be in relation to attracting migrant workers, students and visitors as well as retaining them.

Assist and advise the Authorising Officer and Senior Management to prepare for formal internal University and external UKVI audits relating to immigration compliance.

Act as a point of contact across the University for immigration matters and potential immigration breaches. Assist and advise the Authorising Officer and Senior Management regarding such breaches and liaise with specialist immigration legal advisers as required. Advise on immigration queries where regulated to do so.

Responsible for the University’s record keeping duties for sponsored workers and students. Maintaining own knowledge and expertise on UKVI/immigration matters. Attending conferences and building a network of external stakeholders such as; forums, other Universities/colleges, UKVI.

**Skills and Experience**

**Essential**

Relevant professional qualification or degree or experience

Recent experience of advising on UK immigration law, in particular advising on Tier 2, Tier 4 and Tier 5 of the Points-Based System, sponsor licence maintenance and reporting duties, right to work and record keeping duties.

Experience of developing and/or reviewing administrative processes required to ensure UK immigration compliance.

Experience of answering queries and providing advice and guidance to various levels of staff across a complex organisation.

Excellent stakeholder management with the ability to challenge and influence senior stakeholders.

Excellent organisational skills with the ability to plan and organise own workload to ensure deadlines are met whilst ensuring a high level of accuracy.

Strong written and oral communication skills with the ability to communicate effectively to a range of people both within and external to the University. Able to present facts and information succinctly to others.

Experience of leading a team and sharing knowledge appropriately to maximise the service provided. Ability to give clear instructions and guidance to the team and have oversight of the overall workload.

Ability to interpret complex information from a variety of sources to aid analysis and provide sound, accurate advice.
Excellent interpersonal skills and the ability to build good relationships, work collaboratively and influence others in order to achieve objectives.

Pro-active and self-motivated with the ability to take ownership of tasks ensuring they are completed to agreed schedule without close supervision or detailed instructions.

IT literate with an ability to use Excel and PowerPoint.

Desirable

O.I.S.C. qualified

CILEx qualified specialising in Immigration/ a UK solicitor

Knowledge and experience of the Home Office SMS system.

Experience of working in a higher education environment.