JOB TITLE: Visa Compliance Officer

DEPARTMENT: International Higher Education

LOCATION: Home and Office based, London

POSITION: Full-time, permanent

REPORTS TO: Visa Compliance Manager

**JOB PURPOSE**

This Visa Compliance Officer post will focus on the operational aspects of complying with BPP’s sponsorship duties as a UKVI licence holder. The responsibilities of the Visa Compliance Team commence once international students have arrived in the country, completed their registration process and are officially enrolled in their academic programme and continue until the Visa end date.

The Visa Compliance Officer is responsible for ensuring the Student Management System (SMS) is maintained to a high degree of quality. You will liaise with relevant internal stakeholders to maintain up to date records on BPP Sponsored students in line with UVKI guidelines.

Candidates will be expected to have good communication and interpersonal skills and ideally have experience working in a customer service or an administrative role. Experience of the UK Higher Education sector and UK immigration regulations will be required for the role.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

The key duties outlined below apply in general, but each individual post will have responsibility for a defined group of students. You will be responsible for the following:

* Responsible for the student sponsorship journey from arrival to completion/withdrawal.
* Responsible for ensuring change of circumstances under the UKVI sponsor guidance are monitored and reported with in core SLA.
* Support internal stakeholders with compliance-based queries.
* Ensure sponsorship management system (SMS) is maintained to a high degree of quality.
* Maintain records relating to off boarding e.g., graduate route notification, evidence collection for support course completion metrics.
* To liaise with key external stakeholders as required, in particular the UKVI.
* To stay up to date with relevant policy and training opportunities with UKCISA and Home Office.
* To escalate any complex cases of concern regarding sponsored students (Student Route) to the Visa Compliance Manager

The above constitutes the major activities but is not a comprehensive or exclusive list of the duties required and all members of staff are expected to work as part of the Compliance team.

**SKILLS, KNOWLEDGE, EXPERIENCE REQUIRED FOR ROLE**

**Essential**

• Knowledge of the Higher Education Sector and the challenges surrounding this

• Knowledge of the Immigration Rules and the ability to interpret complex rules and regulations

• Administrative experience, preferably in the education sector

• Confident user of Microsoft Outlook and Microsoft Excel

• Problem-solving

• Strong organisational skills with the ability to successfully multi-task

• Maintaining records systems

• A proactive and enthusiastic team player

• Self-motivated with an ability to thrive under pressure

• Customer-focused with the ability to communicate at all levels with internal and external stakeholders

**Desirable**

• Knowledge of Home Office procedures and the SMS reporting system

• A degree or equivalent level qualification

• Database management knowledge

• Some knowledge of data analysis and reporting skills

• Knowledge of a recognised Student Records Database is advantageous.