Immigration Advisor

<table>
<thead>
<tr>
<th>Department:</th>
<th>Governance and Legal Services</th>
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</thead>
<tbody>
<tr>
<td>Grade/ Salary:</td>
<td>Grade 6, £36,861 - £39,846</td>
</tr>
<tr>
<td>Contract Type:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Hours:</td>
<td>35 per week (Full time)</td>
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<tr>
<td>Location:</td>
<td>New Cross, London</td>
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Goldsmiths

Goldsmiths, University of London is a world-leading centre of educational excellence where ground-breaking research meets innovative teaching and thinking. We’re looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

We are happy to supply information in alternative formats for disabled applicants. Please contact hr-recruitment@gold.ac.uk to make your request.
Department of Governance and Legal Services

The Governance and Legal Services Department is part of the Professional Services and has responsibility for ensuring the effective governance of the College. It is responsible for ensuring that Goldsmiths has efficient and effective governance and decision-making frameworks in place to enable it to take good decisions quickly but safely, whilst operating within the various regulatory and statutory systems in place. The Department incorporates the following functions:

- Corporate governance
- Council relations and management
- Academic governance
- Secretariat support services
- Legal services
- Immigration Advisory Service
- Academic appeals and student complaints and disciplinary processes

In a climate where immigration requirements are constantly changing and ever complex, this position will provide support for our students and systems working in this area to ensure that we are able to meet all our duties and responsibilities as a Sponsor under the Points Based Immigration System, with oversight of issues in relation to Student route, Skilled Worker and Temporary Worker and the maintenance of all sponsorship licences.

Job description

Role: Immigration Advisor
Reports to: Immigration Advice Manager

Summary:
To assist the Immigration Advisory Service with the day to day requirements associated with Goldsmiths’ Student route, Skilled Worker and Temporary Worker and particularly in relation to the delivery of immigration advice across all routes.
The post holder will be required to provide immigration advice to new and existing Students, in addition to delivering effective immigration advice to new and current international staff members.

This role will involve a combination of advice provision, sponsorship support and compliance duties. The overall purpose is to ensure the institution is able to continue to recruit international students and staff and to provide exceptional support to all stakeholders. The post holder should be willing to undertake a range of duties within the wider Governance and Legal services directorate.

**Main duties:**

**Immigration advice provision:**
- To coordinate the delivery of a number of risk management and student support projects including; visa eligibility checks for students and support visa extension opportunities.
- To assess supporting documents (predominantly financial) to ensure that students are able to make a valid visa application, which includes EU nationals post Brexit.
- To work towards providing advice to new and existing employees regarding their immigration status, predominantly with reference to their Skilled Worker & Temporary Worker (Government Authorised Exchange) applications, including EU nationals post Brexit.
- To work towards the provision of immigration advice up to OISC levels 1 & 2.

**Sponsorship support:**
- To assist the Immigration Advisory Service in the assessment and where appropriate, assignment of Confirmation of Acceptance of Studies (CAS) statements to international students requiring a Student visa.
- To provide advice and support to colleagues involved in the processing of CAS statements in order to ensure the assignment of legally valid CAS statements.
- Be involved in regular and routine compliance duties in line with sponsorship duties within UKVI requirements.
- To work towards providing guidance and support to colleagues involved in the processing of Certificate of Sponsorship (COS) statements in support of Skilled Worker and Temporary Worker (Government Authorised Exchange) applicants.
- To be able to deliver training to a range of stakeholders regarding PBS sponsorship obligations.
- To have an understanding of institutional Basic Compliance Metrics in collaboration with the rest of the Immigration Advisory Service
- To work with stakeholders responsible for Student and Staff records management and ensure effective reporting is delivered in line with existing sponsorship requirements
- To assist in preparing for UK Visas & Immigration Audits
- To pro-actively contribute towards relevant project and working groups (relating to matters affecting the institutional sponsorship licenses)
- To support and promote the work of Governance and Legal Services by contributing to the provision of immigration advice and training across the College
- You will be required to undertake any other duties as may reasonably be required
- Ensure that you are aware of and aligned with Goldsmiths’ Regulations, Strategy, and Objectives to work together to proactively advance Equality and Diversity
- At all times to help maintain a safe working environment by participating in training as necessary and following the Goldsmiths’ Health and Safety Codes of Practice and Policy

**Person Specification**

Detailed below are the types of qualifications, experience, skills and knowledge which are required of the post holder. Selection will be made upon evidence of best-fit within these criteria.

The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

The Category column indicates the method of assessment:

<table>
<thead>
<tr>
<th>A = Application form</th>
<th>C = Certificate</th>
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</thead>
<tbody>
<tr>
<td>I = Interview</td>
<td>R = Reference</td>
</tr>
<tr>
<td>T = Test</td>
<td>P = Presentation</td>
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## Essential Criteria 1 - Qualifications
- Degree or equivalent qualification

## Desirable Criteria 1 - Qualifications
- Postgraduate qualification in Law or related subject

## Essential Criteria 2 - Experience
- 2 years’ experience of providing immigration advice at OISC Level 1, particularly in relation to Tier 4/ Student visa sponsorship, as well as the recent Graduate visa route.
- Experience of maintaining effective casework records in accordance with the OISC principles
- Experience of analysing, interpreting and applying the Immigration Rules, Sponsor, Policy Guidance and Caseworker Guidance documents
- Experience of processing CAS statements- including conducting eligibility checks.
- Experience of providing immigration advice to international stakeholders through a variety of mediums including; email, MS Teams and in person

## Desirable Criteria 2 - Experience
- Experience of providing immigration advice to Tier 2/Skilled Worker & Tier 5/Temporary Worker applications at OISC Level 1 in addition to experience of providing advice in relation to EU national’s immigration rights and status in the UK
- Experience of working in a HEI or similar
- Experience of providing advice to a variety of stakeholders regarding institutional sponsorship obligations under Skilled Worker & Temporary Worker routes
- Experience of processing CoS statements for Skilled Worker / Temporary Worker routes - including eligibility checks.
- Experience of using Student Record Systems, preferably Unit-E

## Essential Criteria 3 – Knowledge
- Thorough working knowledge of the Student visa requirements
- Understanding of the sponsorship system, legal requirements and importance of maintaining the institution’s sponsor licences across all categories
### Job Description & Person Specification

**– Updated 18 June 2021**

**Goldsmiths, University of London, New Cross, London, SE14 6NW**

- **Understanding of the importance of international students and staff within the HEI sector**
  - A, I

- **Knowledge of other Points Based Visas and Visitor routes**
  - A, I, T

- **Understanding of the sensitivity surrounding visas and sponsorship**
  - A, I

**Desirable Criteria 3 - Knowledge**

- **Knowledge of Skilled Worker and Temporary Worker (Government Authorised Exchange) visa requirements**
  - A, I

**Essential Criteria 4 - Skills**

- **Excellent communication skills (including written, orally and presentational), including the ability to convey complex information/advice to a variety of stakeholders**
  - A, I

- **Demonstrable organisational and time management skills**
  - A, I

- **Analytical and pragmatic approach to problem solving**
  - A, I

- **Ability to deliver excellent customer service at all times**
  - A, I

- **Ability to work independently when required**
  - A, I

- **Ability to multi task**
  - A, I

- **Excellent IT skills, including a comprehensive understanding of Microsoft Office (predominantly Excel, Outlook and Word)**
  - A, I

- **Flexible, able to work in a changing environment and be solution focussed.**
  - A, I

**Desirable Criteria 4 - Skills**

- **N/A**

**Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked before the first day of appointment.**

For more information about the role, you can contact Shanuaz Shah via s.shah@gold.ac.uk

**June 2023**
Summary of Benefits

If you choose to work with us, you’ll become part of a learning organisation that is committed to professional and personal development, with comprehensive and innovative staff development and wellbeing programmes.

You’ll also have access to frequent lunchtime and evening talks, seminars and performances, and annual performance and development reviews.

Our other benefits include:

- Competitive salary
- Working in Zone 2, with fantastic transport links and interest free travel to work loans
- Excellent annual leave entitlement (28 days) plus additional closure days at Christmas and Easter
- Membership of USS or LPFA pension scheme, dependent upon grade
- Maternity, paternity, shared parental leave and adoption leave and pay
- Contractual sick pay provision
- Access to an Employee Assistance Programme, offering 24/7/365 confidential and free advice, support and information service on a range of personal, family or work related matters.
- Free eye tests
- Cycle to work scheme
- Wellbeing initiatives including the Chaplaincy and Staff Choir
- On-site dining facilities
- Access to University of London facilities such as Senate House Library

Further information

For more information about Goldsmiths, please visit: www.gold.ac.uk/about

Thank you for your interest in working with us, we wish you all the best with your application.