Goldsmiths
UNIVERSITY OF LONDON

Head of Immigration Advice and Compliance

Department:	Student and Academic Services
Grade/ Salary:	Grade 9, £63,655 - £71,157 (pro-rata)
Contract Type:	Permanent
Hours:	Full time
Location:	New Cross, London

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.

As a college we are working to tackle inequality in all its forms and are working to promote equality on grounds of race, disability, age, sex, gender identity, sexual orientation, religion and belief, marriage and civil partnership, pregnancy and maternity, and caring responsibilities. We are keen to attract candidates from diverse backgrounds who share our commitment to creating an inclusive culture in which all students and staff can thrive.

Information for candidates with disabilities can be found on our Disability & Individual needs page. We are happy to supply information in alternative formats for disabled applicants. Please contact hr-recruitment@gold.ac.uk to make your request.

Immigration Advice and Compliance

Immigration Advice and Compliance is a specialist team within Student and Academic Services, responsible providing advice to prospective and future students, managing the issuing of CAS for students, enabling recruitment of colleagues who require sponsorship to study or work at Goldsmiths and overseeing our compliance activity.

The University currently holds three licences:

- Student
- Skilled Worker
- Temporary Worker.

Job description

Reporting to:	Director of Student and Academic Services and Academic Registrar
Reports:	Immigration Advice and Compliance Team

Summary:

The Head of Immigration Advice and Compliance is a senior leadership role within Student and Academic Services, responsible for leading all of the University's activity related to Immigration Advice and Compliance. Critically, the postholder will lead our compliance activity across each of our licences, be responsible for oversight of immigration advice and ensure outstanding service provision in issuing CAS and overseeing the immigration related elements of student and staff recruitment.

The successful candidate will have a proven track record in immigration compliance, experience working with UKVI regulations and policies, and a deep understanding of the Higher Education sector. You will be a strategic thinker, a strong communicator, and have the ability to work collaboratively with a range of stakeholders.

Main duties:

- To be Goldsmiths expert on immigration and provide expert advice and guidance on meeting and exceeding its obligations and delivering best practice.

- To develop and maintain a highly specialised knowledge of the UK immigration system and associated rules, through extensive research involving self- directed training, professional development and external networking.
- To act as the key contact with the Home Office for each of the University's licences, working closely with the Licence Holder and as the principal point of contact for immigration related issues with other agencies and stakeholders.

Immigration Compliance
- To regularly review, maintain and ensure implementation of immigration compliance controls and to monitor and report on the adequacy and effectiveness of the same to relevant groups and committees.
- To ensure that the University is prepared for any external audit, including that undertaken directly on its licences by the Home Office.
- To manage the coordination and delivery of a number of risk management, sponsorship compliance and student support projects including; visa eligibility checks for staff (RTW) and students (RTS), reporting obligations and record keeping.
- To coordinate the institution's annual license submissions, relying on management information reports and stakeholder feedback to ensure that Goldsmiths maintains its sponsorship licenses.
- Acting as primary Level 1 User of the Home Office Sponsor Management System (SMS), including:
    - Creating and deactivating SMS user accounts for YSJU users.
    - Issuing Confirmation of Acceptance for Studies (CAS) for new and continuing visa students
    - Reporting changes in study status for visa students within required timescales
    - Overseeing the recording and management of the status of all Student Visa visa-holding students at the university.

Immigration Advice
- To maintain and enhance the Immigration Advisory Service such that, working in collaboration with colleagues, the University is able to fully comply with its statutory responsibilities and is responsive to national policy developments that relate to international students and staff members.
- The ensure that advice and support provided by the IAS is delivered to the appropriate level in accordance with the rules and standards of the OISC, UKCISA and AISA code of ethics, and that staff providing such advice are trained to the appropriate levels.

Recruitment
- To lead the team responsible for assigning CAS, and CoS statements in line with statutory requirements and leading on the development of policy in this area during peak CAS season.
- To support the University with its broader recruitment and admissions operational plans and strategy.

Strategy
- To monitor and interpret changes in government policy around international admissions and visa, to ensure that changes are disseminated to relevant colleagues as necessary. To be proactive in seeking clarifications on changes as they happen.

- To provide appropriate briefings and training to colleagues to ensure relevant statutory and regulatory obligations are met.
- To ensure that appropriate internal policies, to be used and embedded by teams across the University, are drafted and implemented and to and ensure that our statutory reporting requirements are met.

Leadership

- To be responsible for and ensure the effective management and professional development of the staff within the Immigration Advisory Service.
- To represent Goldsmiths at external networking events, pro-actively contributing towards development of best practice across the HEI immigration sector.
- To pro-actively contribute towards relevant institutional project and working groups.
- 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 with 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:

A = Application form	**C = Certificate**
I = Interview	**R = Reference**
T = Test	**P = Presentation**

	Category
Essential Criteria 1 - Qualifications	
Undergraduate Degree or equivalent experience	A

Evidence of continuing professional development	A
Desirable Criteria 1 - Qualifications	
Relevant professional qualification	A
Essential Criteria 2 – Experience and knowledge	
Extensive professional experience in immigration compliance within the Higher Education sector (or similar), regarding overseas and EU students and staff.	A, I
Knowledge of current immigration policies and regulations within the UK, particularly those relevant to international students and staff.	A, I
Experience of dealing directly with the UKVI	A, I
Experience of taking a leading role in UKVI audits	A, I
Significant understanding of the Higher Education sector and international student recruitment	A, I
Significant experience of managing a team / function in immigration compliance.	A, I
Experience around setting, monitoring and updating processes, in order to ensure value for money and user satisfaction.	A, I
Proven track record of innovating around process in order to provide improvements.	A, I
Ability to analyse, interpret and present data patterns in order to flag issues, follow trends and adjust service delivery.	A, I
Ability to clearly communicate with colleagues in writing, using data sets and verbally.	A, I
Essential Criteria 3 - Skills	
Committed to equality, diversity and inclusion	I
Excellent interpersonal and customer service skills, including when working with students and colleagues	I
Excellent project management and organisation skills.	I
Excellent attention to detail.	I

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

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 plus additional closure days at Christmas and Easter
- 3 days of volunteering leave per annum, plus parental and study leave allowance.
- Maternity, paternity, shared parental leave and adoption leave and pay
- Membership of USS or LPFA pension scheme, dependent upon grade
- 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
- Membership of Staff Diversity Networks: (Dis)Ability, Goldsmiths Race Equality Group, LGBTQ+, Menopause, Parents and Carers, Women at Goldsmiths. (Staff are also encouraged to join networks as Allies should they wish to do so rather than as members)

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.