

Post/Job Title:	Senior Student Immigration Compliance Officer
Ref:	
School/Support Service:	Academic Services
Department/Section:	Student Immigration Compliance and Advice
Location:	Any University Location
Normal hours per week	37 hours
	<i>Note: Flexibility will be required in order to ensure that key time scales and deadlines are met. Leave is restricted at peak periods and some evening and weekend work may be required to support specific activities.</i>
Grade:	5
Accountable to:	Student Immigration Compliance and Advice Manager

Job Purpose

The post holder will manage the day-to-day activity relating to the monitoring of student activity and compliance reporting to the UKVI and ensure that BU is compliant with UKVI regulations. They will be an expert on all matters relating to student immigration compliance and will provide advice and guidance to students and staff relating to student immigration in line with UKVI and BU requirements. The post-holder must be confident and meticulous with handling data, and complex and sensitive information and will be required to develop and maintain effective systems and processes to monitor and report on the status of international students.

Main Responsibilities

1. To be the main point of contact for student immigration compliance and engagement queries for staff and students, liaising with the UKVI and other external agencies as appropriate including representing BU and raising issues at a regional level as appropriate.
2. To maintain expert level of knowledge of immigration compliance requirements relating to student visas. Keep up to date knowledge of developments around UKVI policy, student retention and continuation, participating in national and regional training events and professional networks (UUK, UKCISA) and sharing best practice with other HEPs.
3. To provide guidance on student immigration compliance requirements in line with UKVI regulations to BU staff at all levels and in particular staff within BU Admissions, International Recruitment, Doctoral College, Faculties and Student Records. Develop and deliver training to staff so they are clear on their obligations in respect of immigration compliance.
4. Work in close collaboration with the Senior Student Immigration Adviser on the assessment of student visa refusals, liaising with BU Admissions Teams, UKVI and students as required.
5. To develop and maintain a high-level understanding of student visa regulations, with the ability to assist and advise on complex immigration queries from the Student Immigration Compliance and Advice Officers in the absence of the Senior Student Immigration Adviser.

6. To support student registration and enrolment processes, ensuring all student documentation is collected, meticulously checked, and recorded in line with internal process and student sponsor guidance. Ensure that students have permission to study in the UK throughout the whole period of their study.
7. To manage the day-to-day activity relating to the monitoring of student activity (e.g. change of circumstances, placements, CAS extensions) and immigration compliance reporting of students to the UKVI in line with BU obligations. Identify any issues that require escalation to the Student Immigration Compliance and Advice Manager. Act as a Level 1 user of the UKVI Sponsorship Management System (SMS).
8. To manage and keep up to date, the content for web pages on the BU website where these relate to immigration compliance for students.
9. To act as point of technical escalation for Student Immigration Compliance and Advice Officers and deputise for the Student Immigration Compliance and Advice Manager in their absence.
10. To analyse and critically evaluate data as part of regular auditing of compliance and engagement related data. Ensure accurate student records and documentation are kept, maintained and are up to date, ready for audit purposes in line with UKVI requirements.
11. To be the main point of contact for immigration compliance related student attendance and engagement queries for staff and students in relation to sponsored students liaising with the UKVI and other external agencies as appropriate. Work closely with the Course Administration team regarding appropriate record keeping and approaches to interventions required in relation to engagement and immigration compliance.
12. To provide regular reporting on student immigration compliance and attendance and engagement data as required. Analyse student data at an individual level and across programmes and demographics to identify trends and assess if wider interventions are required.
13. To actively contribute to the enhancement of the student experience and providing a high-quality service to all stakeholders, whilst making recommendations for improvement to the efficiency and effectiveness of processes and systems.
14. To be a proactive member of the wider Academic Services team and actively participate in discussions with colleagues to identify on-going service improvements and opportunities for more effective working practices.
15. Development of performance measures and monitoring against agreed standards, ensuring that all aspects of work achieve high levels of service excellence.
16. At all times maintaining appropriate levels of confidentiality, working within the requirements of the General Data Protection Regulation and the University's Confidentiality Policy and IAA guidelines.
17. Support BU wide events and activities e.g. Enrolment, Graduation, Open Days, External Audits.
18. Any other duties as may reasonably be required by your line manager or other senior managers in Academic Services.

Contacts

- Internal:** BU staff and students
- External:** UKVI, government agencies (UK and overseas), AISA, UUK, UKCISA, prospective students; staff from other Higher and Further Education Institutions

Information Governance Responsibilities

Data User

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an offence to apply for and perform the role, if a person is barred from engaging in regulated activity. Further information is available in BU's Safeguarding Policy and Suitability Statement on the Recruitment and

Senior Student Immigration Compliance Officer

March 2026

Additional Information

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must, at all times, carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

Person Specification

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Faculty/Professional Service:	Academic Services	
SELECTION CRITERIA		Essential/ Desirable

Knowledge (including experience & qualifications)		
Educated to Degree level or equivalent (Work experience will be applicable and can substitute for qualifications)		E
In-depth knowledge and understanding of student immigration legislation and compliance requirements as these apply to the HE sector		E
Qualified to IAA Level 2		D
Up-to-date knowledge of relevant legislation, including General Data Protection Regulation and Confidentiality and its implications		E
Demonstrable understanding of diversity issues		E
Demonstrable experience of providing advice and guidance and using initiative to make decisions within a client focussed service		E
Evidenced ability to work accurately with data, with close attention to detail		E
Knowledge of student record systems at a confident and experienced user level		D
Experience of using the UKVI Sponsorship Management System (SMS)		D
Skills		
Excellent interpersonal skills with the ability to work co-operatively and effectively with students, staff at all levels, and other BU stakeholders		E
Excellent analytical and decision-making skills		E
Excellent negotiating and influencing skills		E
Excellent written and verbal communication skills with an ability to write reports and present complex information in a concise and understandable manner		E
Excellent IT skills		E
Demonstrable ability to understand and interpret complicated regulations and explain these to a wide variety of users in an effective way		E
Demonstrable ability to communicate with a wide range of stakeholders, both internal and external, quickly assimilating complex information and deciding on the most appropriate course of action in the circumstances.		E
Demonstrable proficiency in using databases or records system to record and extract information and analyse data		E
The ability to deal with sensitive and confidential information within the frameworks of the General Data Protection Regulation and any professional guidelines.		E
Ability to review, design and implement administrative processes effectively		E
Attributes		
Ability to develop and maintain professional relationships of respect, trust and support between all staff and students		E
Demonstrable commitment to service excellence and continuous service improvement		E
Ability to work on own initiative and as part of a team		E
Demonstrable personal resilience, able to keep calm under pressure and deal with difficult situations and logical approach to problem solving		E
Ability to work flexibly under pressure whilst working to tight deadlines		E
Flexible approach to work including a willingness to adjust working hours to service needs		E

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A methodical approach to process, an aptitude for accuracy and attention to detail	E
Tact, diplomacy and sensitivity	E
Highly organised approach with the ability to plan and prioritise own workload	E
Commitment to continuing professional development	E
Ability to review and implement changes to structures/systems.	E