

# JOB DESCRIPTION

<b>Job Title</b>	<b>Staff Visa Compliance Manager</b>		
<b>Reporting to</b>	<b>Director, People Services</b>		
<b>Department</b>	<b>People Team</b>		
<b>Job Family</b>	<b>Business Services</b>	<b>Level</b>	<b>4</b>

## About the School

At London Business School, we strive to have a profound impact on the way the world does business and the way business impacts the world. Our departments work hard to ensure that we are continually delivering a world-class service, academic excellence and that our course offering maintains our place as a leading business school.

With thought-leading faculty and dynamic learning solutions, we empower both businesses and individuals by offering a transformational learning experience that will broaden their professional knowledge and global mindset. As well as offering postgraduate courses for the business leaders of the future, we run open and customised executive courses for professionals and corporate clients that help leaders identify the future focus and strategic direction of their businesses.

With London in our hearts, we draw from its status as a financial, entrepreneurial and cultural hub to attract a diverse range of students and faculty, creating an abundance of opportunities to network with industry experts and alumni worldwide.

## About the Department

Our Vision is to shape a collaborative and diverse community, where talented people grow, realise their potential and deliver our School's vision with pride.

Our mission is to partner the School to optimize our culture, the way we organize ourselves and our employee experience; so we can attract, select, inspire and develop talented people and teams delivering world-class performance.

The People Department provides a comprehensive range of People Services to professional services departments and comprises four main areas: Business Partnering and four Centres of Expertise: People Services (encompassing Reward, Systems & Data, ER, Policy & Operations), Talent (encompassing Talent Acquisition, Talent Development, Engagement & Wellbeing, Diversity, Inclusion, and Belonging), and Organisational Design.

The People team works closely with Heads of Departments and their people managers, supporting them to deliver their business goals through enabling and empowering their people

## Job Purpose

As the Staff Visa Compliance Manager, you will play a pivotal role in overseeing and upholding compliance with UKVI regulations for our staff, as well as leading the project management efforts to enhance our Casual Staff processes. Collaborating closely with the Associate Director, Visa Compliance and Financial Aid in the student visa team, your responsibilities include the development and implementation of policies, procedures, and training initiatives to ensure the School achieves full compliance with Home Office regulations.

## Key Areas of accountability and Key Performance Indicators (KPIs)

### **Key areas of accountability:**

- Oversee all aspects of staff immigration and visa compliance, including Skilled Workers visas and all Right to Work checks
- Assume responsibility for project management, overseeing the implementation of robust processes related to skilled worker visas for staff
- Establish fail-safe processes to ensure that Casual Staff on student visas adhere to their weekly work limits. This involves project managing improvement of the engagement of Casual Staff throughout the School
- Develop and update policies and procedures related to staff immigration compliance, ensuring alignment with current UK immigration laws and regulations
- Manage the visa application process for staff, including issuing Certificates of Sponsorship (CoS)
- Develop training and guidance to relevant staff and managers on visa compliance and ensure all stakeholders are well-informed on the latest immigration rules
- Regularly monitor the status of visa holders, ensuring all staff visas are up to date and in compliance with visa conditions
- Maintain accurate records of staff visa information, ensuring that all documents are organized and readily available for compliance audits
- Conduct periodic internal audits to assess compliance with visa regulations and address any areas of non-compliance
- Provide advice and guidance to international staff on visa applications, extensions, and any immigration-related queries

## Knowledge/Qualifications/Skills/Experience required

- Bachelor's degree or equivalent experience
- In-depth knowledge of UK immigration laws, regulations, and policies
- Familiarity with the UK Visa and Immigration (UKVI) Sponsor Management System (SMS)

- Demonstrable project management experience
- Strong organizational and record-keeping skills
- Experience in developing and delivering training
- Excellent communication and interpersonal skills
- Ability to work with a diverse group of staff and stakeholders
- Attention to detail and a commitment to accuracy