

Job Title: Compliance Manager

Location: Hybrid working / London

Department: Global Enrollment & Marketing

Reports to: Director of Global Enrollment

Salary: £40,000 - £50,000 dependent on skills and experience

About BrandEd

BrandEd is a holding company which houses Sotheby's Institute of Art, The School of The New York Times, and City Football Leadership Institute. Our strategy is to partner with the world's most iconic and premier brands to create innovative, compelling, experiential academic programs ranging from Pre-College to the master's degree with locations in NY and London and partnerships in Mexico City, Seoul, Beijing, and Paris.

BrandEd is quickly becoming one of the most innovative names in education. We partner with the world's most prestigious brands to bring the most relevant education both in person and online to a worldwide audience. BrandEd is currently comprised of Sotheby's Institute of Art, The School of The New York Times and City Football Leadership Institute (newly launched in partnership with City Football Group and Manchester City FC).

Role overview

The Compliance Officer will coordinate the United Kingdom Visa & Immigration (UKVI) compliance activities including admissions and registration of new students and the ongoing monitoring of existing students. The position will primarily support compliance needs for Sotheby's Institute of Art's graduate programs. Additional support to be provided to other BrandEd schools — The School of The New York Times and City Football Leadership — as necessary. The position will review, develop, and strengthen established systems, processes and practices in relation to sponsorship duties and responsibilities. This position reports to the Director of Global Enrollment.

Duties and Responsibilities

Specific duties and responsibilities include the following:

- Undertake Authorising Officer, Key Contact and Level 1 User responsibilities on the Home Office Sponsorship Management System (SMS), including (but not limited to) requesting annual CAS allocation, renewing the Premium Customer Service, applying for the Basic Compliance Assessment, amending live CAS data and reporting responsibilities.
- Work closely with Student Services, the Registrar and other relevant stakeholders from across the Institute to ensure thorough and compliant attendance / engagement monitoring process.
- Ensure that sponsored students are aware and adhere to their student visa requirements.

- Maintain an up-to-date knowledge of UKVI policy and monitor developments on UK immigration legislation and the Sponsor Guidance produced by the UKVI under Student route of the Points Based System and other student-related immigration categories.
- Monitor and review the Institute's compliance policies, processes, and procedures on an on-going basis and ensure compliance with the regularly changing immigration legislation and guidelines.
- Responsible for administering the necessary processes for Confirmation of Acceptance for Studies (CAS) issuance to support new applicants and visa extensions.
- Manage and lead on pre-enrolment and document checking activities of international students in accordance with the Home Office and Institute requirements.
- Work with the careers development team and programs staff to ensure that all courses with work placement meets the Home Office Sponsor Guidance definition and collect details of placements and report these to the Home Office.
- Compile detailed reports and interpret the implications of the data in relation to the changes of student circumstances (e.g. withdrawals, interruptions, no-show, change of program) to ensure that these students are reported to the UKVI promptly.
- Respond to UKVI queries regarding both individual students and general policy, seeking further clarification from the UKVI, deciding when guidance is required concerning implementation of revised and new external regulations.
- Maintaining the Visa Compliance web pages, ensuring that information is kept accurate and up to date.
- Conduct Admissions credibility and Pre CAS interviews.
- Update and maintain relevant student information and documentation as per UKVI Student Sponsor Guidance, Appendix D.

The above list of responsibilities may not be exhaustive, and the post holder will be required to undertake such tasks and responsibilities as may reasonably be expected within the scope and grading of the post.

Education and Work Experience required

- Experience in the use of large relational databases such as a student record system
- Educated to degree level
- 3+ years' experience of Student route compliance processes in higher or further education
- Be a Level 1 User of the UKVI Sponsor Management System
- Excellent knowledge of UKVI legislation, policy, and regulations and an understanding of compliance as it relates to students and HEI

Knowledge, Skills and Abilities

- Evidence of a capability to produce, analyze, and interpret large quantities of

complex information

- Excellent IT skills with working knowledge of MS Office packages and especially Excel
- Good working knowledge of the academic cycle and student journey
- Good working knowledge of student recruitment and admissions procedure in higher education
- Excellent organizational skills, with the ability to plan workload for self and others
- Ability to instigate new procedural developments and to see these through to a satisfactory conclusion
- Strong interpersonal and communication skills with ability to work with a range of staff
- Excellent customer services skills
- Good time management skills with the ability to handle a large volume of work within deadlines
- Excellent attention to detail
- Must be eligible to work in the UK

We welcome and strive for diversity—including but not limited to race, class, gender, disability, sexual orientation, socio-economic background—in our student body, faculty, and staff in order to foster an inclusive educational community with a wealth of perspectives and experiences.

Please note the following:

1. Please submit your CV and a covering letter explicitly addressing the criteria set out in the job description and person specification for this position to: **vacancies@sothebysinstitute.com** Please state where you have seen this role advertised.
2. Please include details of 2 referees, one of which should be your current / most recent employer. Referees will not be contacted without seeking prior agreement with applicant.
3. Benefits include 25 days annual leave plus additional discretionary leave during the Christmas period, life insurance and 24/7 access to an Employee Assistance Programme.
4. Applicants must have the right to work in the UK
5. Closing date midnight 2 May 2022. Please note, applications will be considered upon receipt and the post may close early.