JOB DESCRIPTION

Job Title	**Compliance Coordinator**
Salary:	**£30,00 - £33,000 per annum**
Location:	**London – Bedford Square**
Contract Type:	**Fixed Term (1 Year - Maternity Cover)**
Department:	**Registrar**
Reports to:	**Assistant Registrar - Compliance & Student Support**
Hours:	**35 Hours, Monday – Friday; 10am – 6pm**
	Minimum requirement 3 days in the office

The Architectural Association was founded in 1847, opening as a day school in 1901. The AA is committed to public benefit attained by the learning, teaching, discussion and promotion of architecture. The School is recognised as a worldwide leader in architectural education, with graduates that include many of the world's leading architects, scholars, critics and educators. The academic and professional programmes of study at undergraduate and postgraduate levels, up to and including doctoral level, are validated by external professional and academic bodies.

Role Overview:

The Architectural Association School of Architecture (the AA) is seeking to appoint a Compliance Coordinator to support the development and enhancement of established systems relating to the admission of international students to its Programmes of study. The role will be based in Bedford Square, however there is a possibility of hybrid working, in which case the pattern of regular remote working will need to be agreed with your manager.

Reporting to the Assistant Registrar - Compliance & Student Support as part of the Registrar's department, the Compliance Coordinator will support a more active management of UKVI compliance activities, sponsorship duties and responsibilities. A demonstrable track record of experience with regards to Tier 4 /Student Visa Policy Guidance, having worked in a related position in the HE sector is an essential requirement of the appointment.

Main Duties and Responsibilities:

- To work with the Assistant Registrar - Compliance & Student Support to monitor and review policies, processes and procedures, ensuring compliance with continuously evolving legislative and regulatory guidelines.
- To work with the Assistant Registrar - Compliance & Student Support and the Admissions Team to guarantee the AA School's processes for the issue of Certificates of Acceptance for Studies (CAS) are robust and to undertake internal screening of all documentation prior to issue.
- To issue CAS extensions / CAS's assigned to the Compliance Team for processing.
- To ensure that all students are registered correctly on a Termly basis and to monitor VISA end dates.
- To monitor and respond to enquires in the AA Compliance email account.

- To support prompt UKVI reporting obligations under the Sponsor Management System (SMS) for all international students of the AA School and those who significantly change their circumstances.
- To ensure that all record keeping practices are compliant and individual records in both paper and electronic forms are robust.
- To provide immigration advice to students and to maintain up-to-date knowledge and understanding of relevant UKVI policy specific to their circumstances.
- To work with / in the absence of the Student Attendance Coordinator, to ensure attendance monitoring is effective and up to date.
- To assist the Assistant Registrar - Compliance and Student Support with work placement students. Arrange to see the students in person and provide administrative support throughout the academic year. To help monitor the work placement inbox.
- To discuss visa matters, change in immigration category, suspension of studies and other visa related issues in person.
- Assist and support ad hoc projects/tasks when required to support the requirements of the Registrar's Department. (AA Assistantship and Graduate Route Visa).

Person Specification

- A minimum of 3 years' experience in a similar role within higher education is essential.
- A comprehensive understanding of Student Sponsor Guidance.
- Ability to monitor and interpret developments in UK Immigration legislation and Sponsor Guidance and other student related immigration categories to support the AA School.
- Excellent organisational skills, methodical approach and attention to detail and accuracy are essential.
- Excellent IT literacy (Microsoft Outlook/Word/Excel, Publisher and PowerPoint) essential. The AA is transitioning to a unified and clod native student information system and experience of Tribal (ebs) or similar is desirable.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

Please note that it will not be possible for the AA School to issue a Certificate of Sponsorship for successful candidates as this role does not fall into one of the standard occupational codes deemed eligible for sponsorship by UK Visas and Immigration. Successful candidates will therefore need to be eligible to work in the UK or have limited leave to remain in the UK and associated right to work for the duration of their employment with the AA School, in accordance with the Immigration, Asylum and Nationality Act 2006.

The Architectural Association School of Architecture aims to create conditions that ensure staff and students are treated solely on the basis of their merits, abilities and potential, regardless of their gender, race, religious/political beliefs, ethnic or national origin, disability, family background, age, sexual orientation, or other irrelevant distinction.