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**Professional Services**

**Human Resources**

**HR Compliance Adviser**

**ZZ003301**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

**Permanent**

**Part-time**

Salary is in the range £20,712 - £22,623 per annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

Working hours are 22.2per week. Overtime is not normally payable but time off in lieu may be given. The working hours are normally from 8.30am to 5.15pm Monday to Thursday and 8.30am to 4.15pm Friday with one hour and ten minutes for lunch. Specific times may vary according to the Department concerned.

Annual leave entitlement is 32 working days in a full leave year. If you work less than 37 hours per week, your leave will be calculated on a pro-rata basis. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

It is a condition of the appointment for the proper performance of the duties of the post that the appointee will take up residence at a location such that they are able to fulfil the full range of their contractual duties. This residential requirement will be expected to be fulfilled within twelve months of taking up the appointment. The University has a scheme of financial assistance towards the cost of relocation, details of which can be found on the University website:

<http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforapplicants/removalandseparationguidelines>

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Please note if you are the successful candidate once the verbal offer of employment has been made and accepted, references will be immediately requested. It is the University’s policy that all employment covering the past three years is referenced. A minimum of two references is required to cover this three year period of employment or study (where there has been no employment). One of your referees mustbeyour current or most recent employer.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | HR Compliance Adviser |
| **Grade:** | 7 |
| **Faculty/Centre:** | Professional Services |
| **Department/Service:**  **Location:** | Human Resources |
| **Post Reference No:** | ZZ003301 |
| **Cost Centre:** | 47905 |
| **Responsible to:** | HR Service Centre Manager |
| **Responsible for:** | N/A |
| **Effective date of job description:** | 11/04/2016 |
| **Purpose of Job:** | |
| This post holder will be responsible for coordinating the University of Portsmouth’s HR responses to UKVI legislation and periodic changes to rules, processes and procedures with which the University is expected to comply. This includes monitoring current non-EEA staff and ensuring UKVI systems are updated with relevant changes in a timely manner.  They will also be responsible for HR’s role in safeguarding including DBS procedures and updates to the Director of Corporate Governance as appropriate.  The role requires an up to date knowledge of new and proposed changes in immigration law to ensure that the University is knowledgeable and able to react to compliance changes in a timely manner. | |
| **Key Responsibilities:** | |
| **UKVI**   1. To act as ‘key contact’ for all HR related UKVI obligations under its sponsor licence. 2. Working with senior managers, develop and implement University policy on the recruitment of Tier 2 and Tier 5 staff. 3. Working closely with colleagues in Academic Registry, develop and implement University policies and procedures to support recruitment of Tier 4 students into casual roles. 4. Identify the possible entry options for non-EEA Visitors to the University, ensuring they have the relevant permissions for the reason for their visit. Provide specific and general advice and guidance to managers across the University who wish to invite colleagues from outside of the EEA to visit or consult. 5. Work with the HR Advisers to undertake reporting processes required on the SMS system as dictated by UKVI accurately and in a timely fashion. 6. Prepare for, and maintain readiness for institutional audits by UKVI and internal audit. 7. Sit on the UKVI User Group and provide relevant, timely updates on matters that will impact staff across and students across the University.   **DBS**   1. Ensure all vacancies that require DBS vetting are advertised in an appropriate manner. Keep up to date with changes in disclosure and vetting services and ensure managers across the University who have roles that will require this service are kept up-to-date. 2. Liaise, as appropriate, with the University’s Director of Corporate Governance to highlight any risks identified during the recruitment process of staff to the University.   **Training & Development**   1. Work in a proactive and timely manner to:  * Disseminate relevant information and guidance to advise staff of UKVI requirements * Actively improve and maintain staff awareness of responsibility to work under the terms of the UKVI sponsor licence * Ensure students are aware of their responsibilities under Tier 4 sponsorship including restrictions on their right to work  1. Maintain information on the HR web pages and any information for students, applicants and staff 2. In conjunction with the HR Adviser and Service Centre Manager, deliver training on compliance related issues. 3. Attend relevant training events and build professional networks to identify industry best practice. 4. Assist with the analysis of HR work and the impact of GDPR and its requirements.   **Management Information**   1. Compile compliance date and provide management information and recommendations as required, working with other departments to develop reports which will enable the University to monitor its performance against UKVI requirements. | |
| **Working Relationships:** | |
| HR Director and Deputy Director  HR Service Centre Manager  HR Business Partners and HR Advisers  HR Systems team  Academic Registry  International Office  Employability  HR Service Centre staff  Director of Corporate Governance  Students with Tier 4 visas  Line managers | |

1. **PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Knowledge of law and regulation relevant to position including Home Office immigration regulations for students (Tier 4) and Staff (Tier 2 and Tier 5) | E | AF, S, T |
|  | Knowledge of UKVI requirements for a preferred sponsor status | E | AF, S, T |
|  | Accountable for the pro-active review and update of HR University policy to ensure that all operational processes are in compliance with the latest legislation and guidelines, demonstrating a high level of understanding of the operational implications of a) any changes in Home Office guidance on current practice and b) any University projects or initiatives are fully cognisant of our obligations as a sponsor | E | AF, S |
|  | Significant experience of developing systems and processes in line with regulatory requirements | E | AF, S |
|  | Experience of coordinating and servicing a variety of committees/panels/meetings | D | AF, S |
|  | Proven experience of interacting with senior level managers including those at executive level. | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellent written skills with a high standard of attention to detail | E | AF, S, T |
|  | High level of decision making and problem solving | E | AF, S, T |
|  | Ability to précis complex information | E | AF, S, T |
|  | Clarity in report and policy writing | E | AF, S, T |
|  | Excellent organisational and communication skills (verbal and written). | E | AF, S, T |
|  | Use Management Information Systems and/or other databases as and when required | E | AF, S, T |
|  | Evidence of embracing change in a professional environment and a capacity to initiate and lead change | D | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | GCE A level or equivalent, plus some experience in a relevant role OR significant work experience in a relevant role/relevant life experience reinforced by work experience. | E | AF, S |
|  | An undergraduate degree | D | AF, S |
| **4.** | **Other Requirements** |  |  |
|  | Enthusiastic and proactive with the ability to multi-task and work independently (self-motivated) and as part of a team | E | AF, S |
|  | Able to work some weekends to fit with student induction periods | E | AF, S |

**Legend** Rating of attribute: E = essential; D = desirable Source of evidence: AF = Application Form; S = selection Programme (including Interview, Test, Presentation, References)

**JOB HAZARD IDENTIFICATION FORM**

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| --- | --- | --- | --- |
| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforrecruiters/essentialinformationandformsforrecruiters/) **document in order to do this.** | | | |
| 1. International travel/Fieldwork |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants) |  |
| 2. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 3. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 4. Genetically modified Organisms |  | 16. Confined spaces |  |
| 5. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 6. Night Working (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 7. Display screen equipment (including lone working) | X | 19. Compressed gases |  |
| 8. Repetitive tasks (e.g. pipette use, book sensitization etc) |  | 20. Small print/colour coding |  |
| 9. Ionising radiation/non-ionising radiation/lasers/UV radiation | | 21. Contaminated soil/bioaerosols |  |
| 10. Asbestos and lead | | 22. Nanomaterials | |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc) | | 23. Stress | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| --- | --- |
| **Name (block capitals)** | PAULA BIGGS |
| **Date** | 02/11/2017 |
| **Extension number** | 3146 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.