



**Harper Adams
University**

Immigration Compliance and Assurance Manager
(Permanent, 37 hours per week although, 29.60 hours
will be considered)

Candidate Information Pack



About Harper Adams

Harper Adams University is a welcoming, forward-thinking community of over 600 employees working together to create real, lasting impact – ensuring that everyone, everywhere, can access sustainable food, land, and animal systems. Our work contributes directly to planetary health, animal welfare and ultimately human wellbeing. We're passionate about what we do – and about the people we do it with.

We are deeply committed to the wellbeing and development of our colleagues. Our annual employee survey consistently tells us that staff are proud to work here, feel trusted to do their jobs, and are supported by their managers. Our inclusive and empowering culture is one of the many reasons our people stay, grow, and thrive.

While our rural Shropshire campus remains central to who we are, our presence now extends to Telford – a town with a rich history of innovation and revolution, and a fitting symbol of our ever-evolving mission. This growing site strengthens our ties to the local region and reinforces our commitment to inclusive education and collaboration that reaches far beyond any single postcode. Our impact and reach are proudly regional, national and international.

We offer:

- A beautiful rural working environment
- Generous holiday allowance with the opportunity to purchase more
- Flexible, agile working opportunities
- On-campus retail, catering and gym facilities
- Free staff parking
- Corporate discounts at seven fitness centres in Telford and Wrekin
- Enhanced maternity and sickness benefits
- Disability Confident Employer status
- Employee Assistance Programme
- Cycle scheme supporter
- Workwear provided (where applicable)

Harper Adams is the UK's leading specialist institution serving the agri-food, animal wellbeing, engineering and land management sectors. We are a world-respected provider of industry-led education and research in food production and technology, animal health, environmental sustainability and sustainable business. Our work is grounded through partnerships – with more than 1,100 organisations in the UK and beyond – that fuel our research, shape our teaching, and deliver genuine impact.

We began life in 1901 as Harper Adams Agricultural College and became a university in 2012. Our Chancellor is Her Royal Highness The Princess Royal and our Vice-Chancellor, Professor Ken Sloan, joined us in 2021. Our rural campus near Newport in Shropshire is supported by a growing site in Telford, offering a range of housing options and excellent rail and road connections to the West Midlands and beyond. We've invested more than £50 million in our estate in the last decade – including leading-edge teaching, research and veterinary facilities, modern laboratories, and a purpose-built Veterinary Services Centre. Our commercial farm spans 494 hectares and plays an active role in our education, research, and knowledge exchange.

Take a virtual tour of the campus: [Virtual Tour](#)

We are proud to be the UK's highest-ranked small specialist provider for the agri-food and animal wellbeing sectors, consistently delivering the largest cohort of graduates into these industries – with over 97 per cent going directly into employment. We currently welcome over 3,000 full- and part-time students across undergraduate and postgraduate courses, including subjects like agricultural engineering, veterinary nursing, business, land and property management, and veterinary medicine and surgery – the latter delivered through the Harper & Keele Veterinary School, established in 2020.

For further details about the University, please visit our website: <http://www.harper-adams.ac.uk>

JOB DESCRIPTION

Title of the post:	Immigration Compliance and Assurance Manager Permanent, Full-Time (37 Hours) 29.60 hours will be considered
Department:	Global Impact and Admissions
Reporting to:	Admissions, Operations and Visa Relationships Manager

The Role

To lead the University's immigration compliance and sponsor assurance framework, ensuring ongoing compliance with UKVI requirements relating to Student and Worker Sponsor Licenses.

The postholder will provide institutional leadership for immigration compliance, coordinating audit readiness, policy development, training, monitoring, risk management and regulatory change. Working collaboratively with Admissions, HR, Registry Services, Academic Departments and the University Secretary's Office, the role will ensure that compliance obligations are understood, embedded and evidenced across the University.

The postholder will act as the University's principal operational advisor on sponsor compliance and will lead preparations for external inspections and audits.

Key Responsibilities

1. Sponsor Compliance and Assurance

- Develop, maintain and oversee the University's immigration compliance framework for all sponsored roles.
- Establish and maintain a programme of compliance monitoring, assurance reviews and internal audits.
- Lead institutional preparation for Home Office (and associated) audits and inspections.
- Coordinate responses to compliance recommendations, audit findings and regulatory reviews.
- Maintain oversight of compliance risks and produce regular assurance reports for senior management.

2. Policy and Governance

- Develop and maintain immigration compliance policies, procedures and guidance.
- Ensure institutional processes remain aligned with regulatory requirements and best practice.

- Work with the University Secretary's Office to support risk management, assurance and governance activities.
- Maintain Compliance Action Plans and monitor implementation of agreed improvements.

3. Training and Skills Development

- Develop and coordinate a programme of immigration compliance training across relevant roles at the University.
- Deliver briefings and awareness sessions to relevant colleagues.
- Ensure that key staff understand their responsibilities relating to sponsorship duties.
- Build institutional capability and resilience through succession planning and cross-training.

4. Regulatory Intelligence and Horizon Scanning

- Monitor changes in immigration legislation, sponsor guidance and sector practice.
- Assess the impact of regulatory developments and coordinate implementation of required changes.
- Produce briefing papers and guidance notes for senior leaders and operational teams.
- Maintain relationships with external advisors, sector networks, and professional bodies.

5. Student and Worker Sponsorship

- Act as the University's subject matter expert on sponsor compliance.
- Provide specialist advice to the HR team on worker sponsorship license requirements and associated compliance obligations.
- Work alongside the [Student Visa Compliance Officer] to ensure effective student sponsor compliance arrangements.
- Support investigations and resolution of complex compliance issues.
- Undertake Sponsor Management System (SMS) activity where required.

6. Audit and Data Management

- Establish and oversee periodic file auditing programmes.
- Ensure compliance evidence is maintained and accessible.

- Coordinate institutional responses to information requests from regulatory bodies.
- Oversee the maintenance of compliance dashboards, action trackers and key performance indicators.

7. General

- Represent the University in sector networks and professional forums.
- Undertake any other duties commensurate with the role and grade of the post.

Person Specification

	Essential	Desirable
Qualifications	Bachelor's degree or equivalent relevant experience.	Membership of UKCIA, AISA or related professional networks
Experience	Significant experience of UK immigration compliance within higher education. Experience of audits, quality assurance, or regulatory compliance. Experience developing policies and procedures. Experience delivering training and guidance.	Experience of Home Office/UKVI audits
Knowledge/Skills	Detailed knowledge of Student Sponsor requirements	Knowledge of Worker Sponsor Licence requirements Knowledge of SITs and the Sponsor Management System
Personal Qualities	Excellent analytical and organisational skills. Ability to influence and work across organisational boundaries	

Conditions of Service

The national recommendations which have arisen from the negotiations between UCEA and the unions recognised at national level, the Joint Negotiating Committee for Higher Education Staff (JNCHES), directly affect the terms and conditions insofar as they have been adopted by the Board of Governors.

Salary	The commencing salary will be within the range £35,608 to £37,784 per annum (pro rata for part-time hours). The point of entry will be dependent upon relevant qualifications and experience. Salaries are paid monthly, in arrears, by credit transfer on the 28 th day of the month.
Contract Term	This is a full-time, permanent contract. Employment may be terminated during the course of the contract by either party giving two months' notice in writing
Hours of Work	The routine working week is 37 hours over Monday to Friday, inclusive. There may be a requirement for overtime working from time to time and time off in lieu may be allowed for agreed hours worked in excess of 37 per week.
Holidays	The University would consider 29.60 hours per week The annual holiday entitlement is 22 working days, plus statutory bank holidays. In addition to this there are 10 University closure days during the full annual leave year. The holiday year runs from 1 August to 31 July and in the holiday year in which the employment commences or terminates the holiday entitlement will accrue on a pro-rata basis for each complete week of service. The timing of holidays is subject to the agreement of the Line Manager. All annual holiday entitlement (including bank holidays and University closure days) is pro-rata for part-time employees. Further details will be confirmed on appointment.
Sick Leave	During periods of certified sickness, the post-holder will be eligible to receive sick pay in accordance with the University Sick Pay Policy. The payment of sick pay is subject to compliance with the University rules for the notification and verification of sickness absence, details of which will be provided to the successful applicant upon commencement of employment.
Pension	The post-holder will be entitled to join the Harper Adams Group Pension Scheme and details will be provided to the successful applicant upon commencement of employment.
Exclusivity of Service	You are required to devote your full-time attention and abilities to your duties during working hours and to act in the best interests of the University at all times. Accordingly, you must not, without written consent of the University, undertake employment or engagement including external consultancy, which might interfere with the performance of your duties or conflict with the interests of the University.

It follows that, regardless of whether you are employed on a full-time or part-time contract, you are required to notify your line manager of any employment or engagement which you intend to undertake whilst in the employment of the

University (including any such employment or engagement which commenced before your employment under this contract). Your line manager will then notify you within 10 working days whether such employment or engagement is prohibited.

**Criminal
Convictions**

The post involves the opportunity for access to children and young persons under the age of 18. For this reason, the University is entitled to consider any criminal convictions, cautions or impending case(s) that it considers to be relevant to this post.

The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that applicants are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act.

Applicants must therefore complete the part of the application form declaring any criminal convictions and cautions from any court or police authority. The successful applicant will have to undergo a Disclosure and Barring Service Check before an appointment can be made.

This position is not expected to meet the criteria required for the University to provide a Certificate of Sponsorship. Applications from candidates who need sponsorship to work in the UK will be assessed in line with the requirements outlined in the recruitment documentation. All hiring decisions will follow the guidance set by UK Visas and Immigration.

Application Procedure:

All applications should be completed and submitted using the Harper Adams e-Recruitment programme at <http://jobs.harper-adams.ac.uk>

To be completed no later than 20 September 2026

Should you require any adjustments to complete your application for this role then please contact vacancies@harper-adams.ac.uk