

Job Description

People Services Administrator – Visa Compliance and Resourcing
Support

People Services

Directorate of People, Culture & Wellbeing



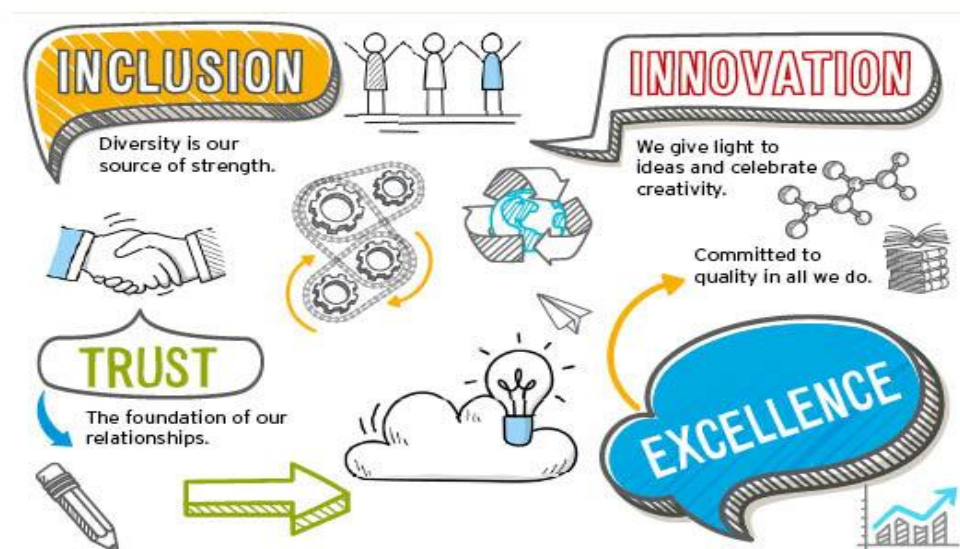
Brief summary of the role

Role title:	People Services Administrator – Visa Compliance and Resourcing Support
Grade:	Grade 4
Faculty or Directorate:	Directorate of People, Culture & Wellbeing
Service or Department:	People Services
Location:	University of Bradford
Reports to:	People Administration Manager / Resourcing Officers (Temporary Staffing & Recruitment Services)
Responsible for:	None
Work pattern:	Full-time – Hybrid Working

About the University of Bradford

Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



Equality, Diversity, and Inclusion (EDI)

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion at the heart of everything we do.

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme..

Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

Role holder: essential and desirable attributes

Qualifications

Essential	<ul style="list-style-type: none">• NVQ Level 2 in a relevant subject, or equivalent level of experience• Level 2 GCSE in Maths and English (or equivalent)
Desirable	<ul style="list-style-type: none">• Qualified to NVQ level 3 in Business Administration or Certificate in Personnel Practice (CPP), or equivalent level of knowledge gained through experience.

Experience, skills, and knowledge

Essential	<ul style="list-style-type: none">• Knowledge of UK/European employment law issues.• Experience of UKVI compliance.• Experience working in an HR-related administrative role.• Experience working in a busy administrative role with competing priorities and meeting deadlines.• Accuracy and attention to detail.• Good written and oral communication skills and the ability to explain HR information in a manner that promotes understanding.
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	<ul style="list-style-type: none"> • Experience in delivering a customer-focused HR support service to managers, staff, and candidates. • Excellent organisational skills and the ability to prioritise and deliver high-quality output to deadlines. • Experience working with HR and payroll systems.
Desirable	<ul style="list-style-type: none"> • Developed knowledge of employment law issues. • Experience of working in a Higher Education setting. • Experience using HR Systems. • Working towards CIPD qualification.

Personal attributes

Essential	<ul style="list-style-type: none"> • Organised with exceptional attention to detail and accuracy • Confidentiality, and discreet, with a strong understanding of data protection, and the handling of sensitive personal data • Proactive and ability to explain immigration requirements to non-specialists • Resilient and the ability to work under tight and conflicting deadlines <p>Honest and trustworthy</p> <ul style="list-style-type: none"> • Understanding of the University's commitment to Equality and Diversity • Committed to continuing personal/professional development.
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Desirable	

Main purpose of the role

To provide efficient, compliant administrative support across core People Operations services, including the right to work and visa checks, recruitment and temporary staffing, employee life cycle, ensuring accurate liaison with internal services and hiring managers to deliver a high quality, customer focused service.

The postholder will play a key role in supporting visa and right-to-work compliance for permanent, fixed-term employees and temporary workers, ensuring the University remains compliant with UKVI requirements.

To support key HR processes, including recruitment, employee lifecycle, and temporary staffing activities, ensuring working practices comply with statutory requirements and incorporate best practices.

The ability to liaise with other internal services and managers

To contribute to the development of the HR Operations service, working flexibly to understand and meet the needs of both internal and external customers.

Main duties and responsibilities

Note: The list below may vary to include other reasonable requests (as directed by university management) which do not change the general character of the job or the level of responsibility entailed

Visa and Right-to-Work Compliance

1. To carry out right-to-work checks for new starters, in line with UKVI (UK Visas and Immigration)/Home Office requirements.
2. To lead on tracking and recording visa types and end dates for all permanent, fixed-term, and temporary workers.
3. To work with Student Services/Job Shop with monitoring student working hours and term dates to ensure compliance with visa restrictions.
4. To maintain accurate and secure records within the HR system and shared files
5. To maintain all visa-related documentation for new and existing employees in line with Home Office requirements
6. To ensure ongoing compliance with UKVI (UK Visas and Immigration) regulations, and visa monitoring.
7. To track visa-expiry dates and proactively follow up to initiate renewal or follow up processes in a timely manner with employees and temporary workers.

8. To report any breaches of workers'/employees' right-to-work status to the People Resourcing Coordinator/Officers, and to follow up with the necessary actions
9. To work with the People Administration Manager & Resourcing Coordinator/Officers to ensure visa records and documentation are audit-ready at all times, supporting internal and external audit activity.
10. To process Skilled Worker and GOVEXC Certificates of Sponsorship as a level 2 user on the Sponsor Management System, ensuring that all information provided is accurate and meets the requirements for sponsorship.
11. To maintain up to date knowledge and accurate application of all relevant visas and sponsor licence duties.
12. To develop an understanding of UKVI (UK Visas and Immigration) guidance and regulations and associated University policies and procedures

Recruitment and Onboarding Support

13. To process administrative recruitment tasks, including advertising, interview scheduling, and issuing conditional offers.
14. To process pre-employment checks, including references, DBS checks, qualifications, and right-to-work verifications.
15. To process employment contracts and onboarding documents.

Temporary Staffing

16. To process the temporary staffing requests and maintain accurate records on trackers.
17. To process pre-employment checks for temporary workers, including references, DBS checks, and right-to-work verifications.
18. To work with the team in monitoring and processing time sheets in line with payroll deadlines

Employee Lifecycle Administration

19. To process requests for family leave, contractual changes, leavers, retirement, promotion, and Honorary in accordance with policies and procedures
20. To produce a range of accurate correspondence and documents, including contractual changes, letters of appointment, and statements of main terms and particulars, and update/suggest changes where appropriate.

21. To hold welcome meetings for new starters joining the University, guiding and assisting them through service platforms to enter bank details and personal information, book annual leave, arrange car parking, and address any questions to ensure they feel engaged and supported.

Responsibilities

22. To provide a flexible and high-quality administration service to the people services hub function in relation to various matters whilst working within agreed standards and areas of responsibility, prioritising workload to meet deadlines.
23. To develop a good working knowledge of the HR systems and maintain and update as appropriate, ensuring accurate live data at all times.
24. To act as the first point of contact for the provision of professional support to staff and managers on a range of queries, such as advertising, recruitment processes, temporary staffing processes, annual leave, absence management, maternity, terms and conditions, policies, and processes, taking ownership and using judgment to escalate cases to the appropriate level in the wider People Service team.
25. To perform payroll-related duties including supporting documentation that is correct, complete, and approved, ensuring that administration is completed and received in line with the monthly deadlines
26. To develop knowledge and remain up to date with current and proposed legislation regulatory requirements, and good practice.
27. As a university citizen, supporting key student events throughout the year, such as Open Days, Clearing, Enrolment, and Graduation. (Essential for all roles).