**Job Profile**

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| Job Title: | Visa and Sponsorship Compliance Lead | Location/Service: | Hesley Hall |
| Department: | People Partnering Team | Reports To: | Chief People Officer |
| Responsible For: | N/A | Budgetary Responsibility: | N/A |
| Level of DBS Check Required: | Standard | Expected Regulatory Responsibility: | N/A |
| Does the role require travel to multiple sites? | Yes. |
| Purpose: | | | |
| To lead on all People matters in relation to right to work compliance for all colleagues who hold a visa and/or sponsorship, ensuring compliance with immigration laws are adhered to and best practice in maintaining right to work evidence is adhered to. | | | |
| **Key Role Responsibilities/Accountabilities:** | | | |
| * Ensure company compliance with UKVI (UK Visas and Immigration) sponsor licence requirements, including reporting duties and record keeping. * Liaise with legal counsel and the Home Office as necessary for complex immigration cases. * Regularly reviewing and updating Right to Work compliance data * Holding discussions with colleagues prior to their visa/sponsorship expiry and commencing the renewal process * Creating and assigning all Certificates of Sponsorship using the Home Office Sponsor Management System * Keeping up to date on current immigration legislation and advising the organisation on the impact of these changes * Provide guidance to People teams, Managers, and colleagues on visa options, timelines, and documentation. * Offering support and advice to colleagues regarding their visa, sponsorship or the renewal process * Developing additional guidance documents for Managers * Identifying where SOSR dismissal processes may need to be commenced and undertaking these process or passing this over to the relevant People Partner as appropriate * Forecasting and managing our sponsorship licence usage and submitting applications for further Certificates of Sponsorship as required * Reviewing our approach to sponsorship and assessing alternatives * Support Recruitment Team and Managers with workforce planning, mapping the impact of visa renewals * Undertake audits of existing right to work data and evidence, ensuring this is collected and maintained in accordance with best practice * Support the wider People Partnering team with ad hoc queries as required   N.B. The post holder may be expected to undertake additional responsibilities that are reasonably required, appropriate to grade and capability. This job description will be regularly reviewed, involving the post holder, to ensure that it continues to reflect service priorities and developments. | | | |
| Legal and Statutory Responsibilities for all Colleagues: | | | |
| Safeguarding: All colleagues have a duty to maintain a basic level of understanding of safeguarding, signs of  neglect or abuse and how to raise a safeguarding concern as outlined in the organisations Safeguarding and  Whistleblowing policies.  Health & Safety: All colleagues have a duty to take reasonable care for the health and safety of themselves and others. This includes contributing to a safe and secure environment for the people who use our services.  Training Compliance: All colleagues are responsible for maintaining compliance with all mandatory training required for the specific job role they undertake or service they work in, any required qualifications and maintaining any required professional registrations to ensure professional skills and knowledge remain up to date.  Information Governance: All colleagues have a duty to main the confidentiality and integrity of any sensitive or personal data that they access or use within their role.  Diversity and Inclusion: All colleagues are expected to contribute to the development of an inclusive workplace and treat others with dignity and respect at all times.  Line Management: Roles with line management responsibility are expected to ensure all direct reports, and teams they oversee, receive the appropriate levels of supervision and have an annual performance review and contribute to a culture of continuous improvement and development. | | | |
| Person Specification: | | | |
| **Skills/Abilities:**  Essential:   * Ability to analyse data and produce and present reports/presentations and recommendations independently. * Excellent record keeping skills with high attention to detail. * Ability to manage multiple visa cases and deadlines simultaneously. * Skilled in using HRIS and SMS portals. * Collaborative with strong interpersonal skills.   **Knowledge:**  Essential:   * In-depth understanding of UKVI and Home Office regulations * Strong understanding of right to work legislation and audit processes   **Experience:**  Essential:   * Experience of managing and advising on UK immigration processes including skilled worker visas, certificates of sponsorship and right to work checks. * Working knowledge of Home Office sponsorship compliance and SMS management. * Experience in a HR generalist or advisory role.   Desirable:   * Experience of working in the Care Sector in a similar role.   **Qualifications:**  Essential:   * CIPD (Level 5 or above).   Driving licence required due to the location of our services. | | | |
| Our Values and Key Attributes: | | | |
| All colleagues are expected to operate in line with our Values and Behaviour Framework at all times. The framework outlines our core values and the behaviours that we consider to uphold each of our values, as well as universal attributes we consider to underpin everything we do.  Our Values  A black and orange text  Description automatically generated  We put the people we support, families and colleagues at the centre of all we do.  A black background with blue text  Description automatically generated  We recognise that quality comes from our commitment to best practice, improvement and learning; not just compliance.  A blue circle with a white house in the middle  Description automatically generated  A pink and black sign with text  Description automatically generatedWe are passionate about improving lives and work together to enable the people we support to achieve their aspirations.  We embrace a culture of trust and safety so that each of us can perform to our best and thrive.  Universal Attributes  A close-up of a logo  Description automatically generated  Communication is a two-way street; as well as honesty, we actively listen so we can  understand the needs and views of others.  A close-up of a logo  Description automatically generated  Good collaboration between individuals strengthens the team as a whole, enabling  us to share ideas, encouraging others to adopt new skills, while learning from others  ourselves.  A close up of a sign  Description automatically generated  By taking a non-judgmental approach, we can demonstrate empathy and be seen  as approachable, while respecting the culture and opinions of our peers.  A close up of a logo  Description automatically generated  We are accountable for our own actions, and by sharing the lessons we learn in our  working lives, we do things better individually and more broadly as an organisation. | | | |

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| **Last Updated By:** | Emma Piper | **Date:** | July 2025 |