

## Role profile

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| <b>Job Title:</b>  | Programme Officer, Global Talent Visas |
| <b>Department:</b> | Policy & International Partnerships    |
| <b>Reports to:</b> | Programme Manager, Global Talent Visas |

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## Overall Aim

To support the delivery of the Academy's Global Talent Visa responsibilities under the guidance of the Programme Manager Global Talent visas.

The Global Talent Visa is a UK immigration category for talented and promising individuals in specific sectors wishing to work in the UK. This visa route is an increasingly important activity in the UK Government's agenda to attract talent post EU Exit. To stay at the forefront of tackling the global challenges, the UK needs to be able to draw on excellent talent and ideas from across the globe.

In collaboration with our Fellows and partners, we're growing talent and developing skills for the future, driving innovation, and building global partnerships, and influencing policy and engaging the public.

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## Key Responsibilities

Work with the Programme Manager, International Mobility, and Senior Manager to:

### *Programme management*

- Rapidly review all application documents against set eligibility criteria, adhering to agreed processes in line with Home Office service standards and deadlines.
- Administer applications across the fast track and standard routes of the Global Talent visa, completing appropriate due diligence checks, assigning applications to expert panels for peer review and promptly returning final decisions to the Home Office.
- Contribute to the continuous improvement of the processes and how the route is administered.

### *Stakeholder management and external engagement*

- Support coordination of events and engagement activities (e.g., calls, feedback sessions, workshops, roundtables) with external stakeholders, including an awardee community.
- Build and maintain new and existing relationships with Fellows, delivery partners, government officials, Higher Education Institutions, professional engineering institutions, and other external stakeholders.
- Support expert reviewers as required, including keeping guidance updated and available, and coordinating information sessions or workshops when needed.

- Support knowledge sharing between other endorsing bodies to ensure a thorough understanding of challenges and opportunities for improvements.
- Respond positively and promptly to general queries on the route, providing information to potential applicants regarding endorsement applications and supporting documentation, including basic guidance on the route.

#### *Data Management*

- Collate and handle quantitative data on Global Talent Visa applications for monitoring of the route, maintaining an up-to-date database of live applications, keeping accurate record. Support the monitoring and reporting of outcomes, updating dashboards, providing evidence, and producing statistics and summary reports as required.
- Follow best practice in processing/sharing sensitive data and keeping knowledge of data protection up to date to ensure management of scheme always meets Academy and Home Office standards.

#### *Other*

- Other general tasks related to the delivery of the International Partnerships portfolio, including engaging international networks, Fellows and awardees to help other Academy teams expand and enhance their impact, as well as supporting events, grant schemes, missions, committees and steering groups.

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### **Key Results**

- Effective and efficient administration of Global Talent Visa endorsement, within Home Office service standards.
- Positive relationships with key stakeholders including expert reviewers, other endorsing bodies, and the Home Office.
- Successful international partnerships activities and events, supported by effective administrative support.

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Please also be aware of and follow the Royal Academy of Engineering policies and procedures, with particular attention to health and safety, equality and diversity and customer service excellence. To further your development and knowledge you will be expected to attend training as necessary.

The Royal Academy of Engineering reserves the right to amend this role profile as necessary, after consultation with the postholder, to reflect changes in or to the job.

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## Role Experience, Knowledge and Skills Profile

**Job title:** Programme Officer, Global Talent Visas

|  | <b>Essential</b>  | <b>Desirable</b>  |
|--|---|---|
| <b>Experience &amp; qualifications</b> | <ul style="list-style-type: none"> <li>• Experience of working in a technical environment or with technical material</li> <li>• Experience of working on migration, policy or recruitment</li> <li>• Experience working with personal or sensitive data</li> <li>• Experience of conducting in-depth data analysis and managing databases</li> <li>• Experience working with senior stakeholders</li> <li>• Experience supporting work in partnership with other organisations</li> </ul>   | <ul style="list-style-type: none"> <li>• A graduate or equivalent experience in engineering, science, international relationships, or another relevant subject</li> <li>• Experience of working in science, engineering, technology or working with other technical material</li> </ul> |
| <b>Knowledge</b>                       | <ul style="list-style-type: none"> <li>• Interest in UK research, innovation, or immigration systems and policy landscape.</li> <li>• Awareness of GDPR requirements and application in practice to data handling and processing.</li> </ul>  |   |
| <b>Skills</b>                          | <ul style="list-style-type: none"> <li>• Proficiency using Microsoft Office 365 (Word, Excel, Outlook, Microsoft PowerPoint MS Teams, SharePoint)</li> <li>• Familiarity with on-line video conferencing applications and other collaborative on-line tools</li> <li>• Well organised with excellent time management skills</li> <li>• Effective relationship management including with senior stakeholders.</li> <li>• Thorough and precise with great attention to detail</li> <li>• Proactive with excellent analytical, and administrative skills</li> <li>• Prompt to respond to requests</li> </ul> | <ul style="list-style-type: none"> <li>• Familiarity with Power BI dashboards</li> </ul>  |
| <b>Personal style and behaviour</b>    | <ul style="list-style-type: none"> <li>• Personal commitment to the corporate values, vision and objectives of the Academy</li> <li>• Very strong personal integrity and commitment to upholding the highest professional standards</li> <li>• Resilient, with a positive attitude</li> <li>• Enjoyment of supporting colleagues - on a range of different projects - to better deliver their activities</li> </ul>   |   |
| <b>Values</b>                          | <ul style="list-style-type: none"> <li>• Commitment to quality, customer service, best practice and best value in all aspects of the Academy's operations</li> <li>• Evidenced commitment to equality and diversity.</li> </ul>   |   |