



Foreign &
Commonwealth
Office

UNCLASSIFIED

JOB SPECIFICATION

Job Title (and Post/Dept): IMMIGRATION LIAISON OFFICERS (ILO) Locally - RALON

Location: British Deputy High Commission, Chennai

Grade: B3

Start Date: IMMEDIATE

Length of contract: 1 YEAR (ROLLING)

Main purpose of job:

As an Immigration Liaison Officer (ILO) a key element of the work will be working with a range of key internal and external partners, which includes host authorities, airlines and international partners. ILOs have responsibility for managing and delivering day to day operational work which includes:

- Developing investigations to disrupt the activity of organised immigration crime groups targeting UK interests within the host country and the UK.
- Supporting the decision quality of visa decision making through analysis and subsequent production of risk-related products and through timely verifications.
- Providing advice and delivering training to airlines and ground staff to support the UK's Approved Gate Check program and to drive down the number of Inadequately Documented Arrivals.

Please note: The role will involve access to and handling of classified or sensitive commercial information so the officer must have, or be capable of acquiring a **security clearance** and should be a national of one of the following countries:

Australia, Canada, New Zealand, USA or the UK.

Roles and responsibilities / what will the jobholder be expected to achieve:

Crime: Effective information exchange with overseas law enforcement partners international partners and UK law enforcement agencies to identify and investigate suspected organised immigration crime. ILOs will be responsible for leading the development of investigations in line with current guidance.

Decision Quality Support to the Visa Operation: Analysis of risk in visa applications to identify potential fraud and develop alerts and risk profiles to highlight key threats to visa decision makers.

Interdictions: Building relationships with and providing training to carriers, ground staff and host immigration authorities. Provide advice and respond to enquires (usually via telephone) from carriers and immigration authorities to ensure only those with the correct documentation are allowed to travel to the UK.

Intelligence: Ensure that all relevant intelligence is gathered, assessed and disseminated in line with guidance. Producing alerts, briefings and reports ensuring they are accurate and fit for purpose before onward dissemination to the target audience.

Liaison: Representing RALON professionally to develop effective working partnerships with host authorities, carriers and FCC and EU partners as well UK partners both in the UK and at post to support the delivery of RALON's key objectives.

What we do:

RALON is part of Immigration Intelligence which sits within the Immigration Enforcement Directorate in the Home

UNCLASSIFIED

UNCLASSIFIED

Office. It has staff deployed across approximately 50 locations in the world.

RALON's key objectives are to:

- Prevent travel of inadequately documented passengers to the UK
- Enhance visa decision quality
- Identify and tackle underlying criminality
- Provide intelligence about threats to the UK border

What we want from you?

The role will be varied and needs someone with excellent people skills to be able to build effective working relationships with the RALON regional teams, UK teams and key external partners. We are looking for a motivated and organised individual with an ability to work under pressure. A confident self-starter who is able to work independently, seeking appropriate guidance when necessary. Face to face work is a fundamental part of the job, as is the delivery of training, so the successful candidate needs to be a confident presenter. The role requires strong decision making skills and the ability to respond flexibly to changing priorities.

The challenge with all RALON work is to deliver both the reactive elements such as air calls and requests for support from visa section, as well as the the pro-active elements such as intelligence research and liaison with key partners. As such ILOs need be able to manage very challenging workloads, deliver at pace and be flexible in support of business aims.

Working for RALON is interesting, as much as for the development opportunities it offers as the actual experience of delivering our objectives which can be hugely satisfying.

Resources managed (staff and expenditure):

The successful candidate will be expected to take on management responsibilities as required.

Key competences required for the job:

Competence 1: Collaborating and Partnering **Competence 2:** Leading and Communicating

Competence 3: Delivering at Pace **Competence 4:** Making Effective Decisions

Competence 5: Seeing the Big Picture

Language requirements:

Language: No specific requirements

Level of language required:

Other skills / experience / qualifications:

EDUCATION: No specific requirements

EXPERIENCE:

A background of working in an operational environment would be of benefit, but it is not essential. Experience of working in a pressurised environment and having to deliver objectives to tight timescales with limited oversight of work would also be of benefit.

UNCLASSIFIED

Learning and development opportunities (and any specific training courses to be completed):

The successful candidate will be provided with bespoke training within the region.

Working patterns:

If the job is suitable for flexible working patterns, please provide details: A flexible approach to working hours is required. The role necessitates travel for liaison, training, site visits and meetings. Most of this can be done in a day but some overnight stays will be required.

Any other information (or specific local Post requirements):

In order to meet our security vetting requirements you must be a national of one of the following countries: Australia, Canada, New Zealand, USA or the UK.

Starting Salary:

For BHC candidates, the LE BHC Terms & Conditions will apply.

For other than BHC candidates, Salary will be Rs. **1,39,038/- per month** including special allowance of 12% in lieu of provident fund and another 6% special allowance in lieu of Superannuation Fund.

The BHC is recognised as a good employer, with a robust, fair and transparent performance management & appraisal system linked to increments and staff bonuses. We have a 5-day working week, plus annual leave, public holidays, maternity leave provision, special leave, paid sick leave provision; ample development opportunities, travel opportunities, a good organisational culture, and excellent work/life balance.

Around half of our work force is women. We treat people with respect and equality and have a policy of zero tolerance for any form of discrimination, bullying, or harassment.

This is a good opportunity to be part of a strong, diverse team, working in the biggest network that FCO has anywhere across the globe. We are aiming to make it the best.

UNCLASSIFIED

UNCLASSIFIED

To apply:

- Please note applications without **(a), (b) and (c)** will not be considered.
 - (a) Complete the Job Application Form
 - (b) Attach Statement of Suitability (no more than 1 page of A4) setting out why you are the suitable person for this role. Your statement should include clear examples of how you meet the key competences.
 - (c) Attach a detailed CV

We will accept only online applications. Please quote **"ILO - Chennai"** in the subject line and send to SAADHub.RecruitChennai@fco.gov.uk by **12th March 2015** midnight.

- Applicants who do not have the required qualification & experience should kindly abstain from applying, as their applications will not be considered.
- Only shortlisted candidates will be contacted and no telephone enquires will be dealt with.
- The appointment will be subject to Police Verification and other checks including references, educational and professional.

We welcome all applications irrespective of age, race, colour, gender, disability, sexual orientation, religion, belief or creed. We are also open to applications from people who want to work flexibly.

Please note: Job offers from the UK Government:

- The UK Government, including UK Trade and Investment, does not send unsolicited emails with job offers - either direct or through agents. Government vacancies are advertised on official websites in the UK: www.careers-civilservice.gov.uk or in India on the British High Commission's website.
- All British High Commission vacancies are filled through a competitive process managed by our Human Resources Section. You will never be approached directly by the High Commissioner with an offer of a job.
- Some job scams falsely use the names and job titles of genuine High Commission staff. A genuine email from an official member of staff will always be sent from our official email address - @fco.gov.uk. It will never be sent from a hotmail or yahoo type email account.

HR Hub

Date: 25th February 2015

UNCLASSIFIED