

JOB DESCRIPTION

Global Mobility Manager

Vacancy Ref:

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| **Job Title:** Global Mobility Manager | **Grade:** 8 |
| **Division:** Human Resources |
| **Accountable to:** Deputy Director of Human Resources |
| **Directly responsible to:** Deputy Director of Human Resources |
| **Direct Reports:** HR Administrator International |
| **Other contacts** |  |
| **Internal:**POE Leadership Team, Finance, HR Partners and other POE colleagues, Faculty and Divisional Management Teams, Associate Director Global Engagement, Academic Deans and other key contacts in Lancaster’s International Teaching Partnerships (ITPs) and international working  |
| **External:**University Networks, Home Office, Legal Advisors, Tax Experts, CIPD, other HEIs |
| **Job Purpose:**As a member of the HR Operations team within the POE Division, to provide specialist advice (on issues specific to overseas working such as tax, social security, global mobility, assignment lifecycle) to colleagues from across the University and its International Teaching Partnerships (ITPs).To work alongside and advise the HR operations team and HR Partners in the delivery of an efficient and effective International Assignment and advisory service to departments/faculties within the University with employees deployed overseas by providing first line contact on all people related issues consistent with internal processes and legal requirements.**Key Responsibilities and duties**1. Provide specialist advice to our internal customers (individual employees/assignees, Line Managers, HR colleagues as well as other stakeholders in the mobility process), in relation to the application and interpretation of the University’s International Assignment Policy.
2. Lead on international / Global mobility policy development, deployment and review.
3. Lead specific projects in relation to international HR policy and compliance, whilst working collaboratively across a number of internal teams and external stakeholders to deliver overseas solutions for the University.
4. Provide dedicated support to enhance Lancaster’s international employee experience in all aspects of employee mobility.
5. Support and participate in the development of key internal and external stakeholder relationships (e.g. Tax, Visas, Finance, Accounting, Organisational and Educational Development, Recruitment and Reward) to achieve the efficient and compliant deployment of Lancaster University employees by effectively liaising across such functional teams/external experts.
6. Be responsible for all stages of the Assignment Life Cycle, including:
	* Overseeing the campaigns for deployment to specific countries
	* Delivering pre-assignment briefings
	* Preparing assignment cost projections
	* Conducting risk assessments
	* Day to day liaising with 3rd party suppliers for immigration, relocation and taxation support
	* Conducting assignee briefings to detail the assignment package and process
	* Conducting line manager briefings to detail the assignment support arrangements
	* Preparing individual relocation/international assignment packages and liaising with the internal teams and external experts on assignee related matters
7. Attend relevant Committees and meetings as appropriate to provide specialist input and support, ensuring that any follow up actions are delivered and implemented.
8. To work with the HR Partners and other HR & OED colleagues to identify and implement service improvements to HR processes and procedures as required.
9. Oversight of the delivery of University international payrolls to ensure staff are paid on time; including the delivery of fiscal data to third party administrators required to meet overseas payroll provision, regulations, and staff payments;
10. Develop procedures and project manage necessary actions on international cases through to completion, documenting decisions made and identifying responsibilities for actions needed.
11. Review new international mobility cases; provide innovative options for managing employment tax risks for agreement with Head of Tax and Head of Payroll; and project manage the delivery of the agreed solutions.
12. Communicate international mobility work priorities and monitor progress to ensure monthly and annual tasks are completed within payroll, international payroll and financial period end deadlines.
13. Ensure the appropriate level of customer service and support to international employee enquiries.
14. Support the development of systems and processes which enable accurate reporting of the number of employees working overseas and the early detection of risk and ensure the University fulfils its duty of care to staff working overseas.
15. Support HR Partnering colleagues on project groups exploring/implementing international ventures.
16. Any other duties, commensurate with the grade of the post.
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