

**PERSON SPECIFICATION  
Global Mobility Manager**

**Vacancy Ref:**

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| **Criteria** | **Essential/ Desirable** | **How it will be assessed** |
| **Experience** | | |
| Experience of working in a global Mobility/International/HR/Reward related role in a multi-functional organisation providing advice and support on a wide range of HR issues | Essential | Application Form/ Interview/ Supporting Statement |
| Knowledge and understanding of International employment practices and its application in HR management | Essential | Application Form/ Interview/ Supporting Statement |
| Experience of researching, developing and implementing HR policies and procedures | Essential | Application Form/ Interview/ Supporting Statement |
| Demonstrable experience of leading projects resulting in change and improvement to the organisation | Essential | Application Form/ Interview/ Presentation at Interview |
| Experience of managing staff | Desirable | Application Form |
| Experience of working in higher education or the wider public sector | Desirable | Application Form |
| Knowledge and experience of international HR practice and supporting employees both from overseas and working overseas | Desirable | Interview |
| **Qualifications** | | |
| CIPD Level 7 or another equivalent qualification or experience. | Desirable | Application Form |
| Chartered Member of the CIPD | Desirable | Application Form |
| **Skills and Abilities** | | |
| Ability to communicate effectively with range of key stakeholders | Essential | Interview |
| Ability to influence, mediate and resolve complex situations and conflict and to gain the confidence of senior stakeholders | Essential | Presentation at Interview |
| Act as a role model and team player to deliver proactive, efficient and effective GM service in a progressive and forward thinking environment | Essential | Application Form/ Interview/ Supporting Statement |
| Proactive and positive approach to change and continuous improvement | Essential | Interview |
| Ability to communicate effectively both verbally and in writing with a range of different audiences | Essential | Application Form/ Presentation at Interview |
| Ability to apply excellent project management skills to transformational change programmes | Essential | Application/ Interview/  Presentation at Interview |
| Well-developed organisational skills to be able to manage a large portfolio of work and meet agreed objectives | Essential | Interview/Online Test |
| Analytical thinking and curiosity; ability to explore data to identify trends and develop creative and innovative solutions | Essential | Interview/Online Test |
| Gets to the heart of complex problems and issues and applies own expertise effectively | Essential | Interview/  Presentation at Interview |
| Ability to build relationships both internal and external to the organisation, builds rapport quickly | Essential | Interview/ References |
| Ability to gain commitment from others by persuading, convincing, negotiating and makes effective use of political processes to influence and persuade others | Essential | Application Form/ Interview/ Supporting Statement |
| Understanding of the issues facing Higher Education and the HR related issues that they bring | Essential | Interview/ Presentation at Interview |
| **Personal Attributes** | | |
| Personal resilience; Adapts and responds well to change, manages pressure effectively and copes well with setbacks | Essential | Interview/Online Test |
| Demonstrates a high degree of emotional intelligence | Essential | Interview/Online Test |
| Professional Credibility | Essential | Interview/References |
| Results driven and customer focussed, sets high standards for quality | Essential | Interview/Online Test |