

**PERSON SPECIFICATION**  
**Global Mobility Officer, People and**  
**Organisational Effectiveness Vacancy**

Ref:

Criteria	Essential/ Desirable	* Application Form/ Supporting Statements/ Interview
<b>Qualifications</b>		
Minimum CIPD Level 3 (Certificate in Personnel Practice) or equivalent experience/qualification	Desirable	Supporting Statements/ Application Form
Global Mobility awards	Desirable	Supporting Statements/ Application form
Effective numeracy, literacy and IT skills (GCSE Maths and English, Grade C/Grade 4 and above, or equivalent)	Essential	Application Form
<b>Experience, Skills and Abilities</b>		
Experience of working in a Global Mobility team within Higher Education	Desirable	Application Form/ Interview
An understanding of UK taxation and payroll and tax equalisation	Desirable	Supporting Statements/ Interview
Ability to understand and interpret technical compliance advice	Essential	Interview
Ability to provide advice and guidance on HR policies and procedures	Essential	Supporting Statements/ Interview
Excellent IT Skills with good knowledge of Microsoft office, in particular V Look up	Essential	Application Form/ Interview
Ability to communicate and build relationships effectively with a wide range of people both verbally and in writing	Essential	Supporting Statements/ Interview
Ability to work independently and manage own workload as well as being a team player to deliver efficient and effective services	Essential	Supporting Statements/ Interview
Pro-active and positive approach to continuous improvement	Essential	Interview
Well developed organisational skills and ability to manage competing deadlines	Essential	Supporting Statements/ Interview
Pro active and can do attitude	Essential	Supporting Statements/ Interview

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- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to make a specific supporting statement. Normally

used to evaluate factual evidence eg award of a PhD. Will be “scored” as part of the shortlisting process.

- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.  
**Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc