

Job Title:	Global Mobility Officer	Grade:	6
Department/College:	People and Organisational Effectiveness		
Directly responsible to:	Head of Global Mobility		
Supervisory responsibility for:	N/A		
Other contacts			
Internal: Payroll, HR Partners and Advisors, international Academic Deans, internationally mobile staff, Finance			
External: Professional & sector networks, University networks, Immigration, Tax & Relocation providers			
<p>Job purpose: The Global Mobility officer will support the Head of Global Mobility in the delivery of consistent and effective Global Mobility support and advisory service to POE and within the University. The role will support internationally mobile staff through the assignee lifecycle activities and case management.</p> <p>Assist with the implementation of wider transformation activity embedding efficient processes, procedures and policies, particularly around overseas (remote) workers.</p> <p>Key Responsibilities and duties:</p> <ul style="list-style-type: none"> • Provide specialist advice and support across the University to enhance understanding of international risk and compliance relating to overseas working. • Build trusted relationships with employees and stakeholders across the University. • Ability to understand and interpret compliance advice. • Prepare and review assignment documentation. • Prepare internal risk assessments for overseas working cases. • First line point of contact for employees relating to overseas working arrangements. • Conduct pre-assignment briefing calls with employees prior to departure, to discuss the elements of the package, payroll administration and taxation, medical cover and relocation support where applicable. • Onboarding and offboarding activities for joiners and leavers. • Accurate data recording. • Support and manage ad-hoc project activity where requested. • Review and develop independently, as appropriate, policies and procedures in accordance with the Policy development framework. • Continuous improvement – pro actively review existing processes and ways of working, suggesting and implementing improvements. • Documenting and mapping Global Mobility processes in Visio, identifying hand off points within POE and upskilling POE teams where appropriate. • Manage the end-to-end immigration process for employees travelling to countries outside of the UK. • Provide cover for the Global Mobility team during periods of leave. 			