|  |
| --- |
| **TITLE:** Global Mobility Advisor |
| **TEAM/PROGRAMME:** People and Organisation Team | **LOCATION: UK or any existing Save the Children International Regional or Country office Worldwide.** |
| **GRADE**: C Mid-Senior level | **CONTRACT LENGTH:** Permanent |
| **CHILD SAFEGUARDING:** Level 2: *either* the post holder will have access to personal data about children and/or young people as part of their work; *or* the post holder will be working in a ‘regulated’ position (accountant, barrister, solicitor, legal executive); therefore a police check  will be required (at ‘standard’ level in the UK or equivalent in other countries). |
| **ROLE PURPOSE:** Drawing on unique knowledge as a mobility professional, the post-holder will work closely with the Global HR Director and wider HR (P&O) team to provide expert assistance on mobility requests, including relocation, immigration, and contracting. The post holder will be the key focal point for all mobility requests within Save the Children International (SCI) and manage the relationship with a number of mobility providers. Supporting employees, managers and the wider HR team navigate the complexities of mobility-related processes. Delivering a high level of service in a fast paced and dynamic environment.  |
| **SCOPE OF ROLE:****Reports to:** Global HR Director**Staff directly reporting to this post:** None**Budget Responsibilities:** None |
| **KEY AREAS OF ACCOUNTABILITY:*** Manage the end-to-end UK immigration and visa processes, ensuring compliance with UK visa regulations and mitigating potential challenges.
* Support UK visa renewals for existing staff. Keep abreast of changes to UK visa rules.
* Work with the various mobility providers to contract new starters and support existing staff relocations to countries where SCI require third party assistance.
* Maintain the mobility tracker and track all mobility requests that have been approved and rejected by the Global HR Director.
* Work with the mobility providers and with the relevant HR colleagues to respond to queries from employees.
* Support with the documentation required for payroll processing in these locations.
* Provide relocation support to employees relocating to the UK from abroad.
* Provide guidance on relocation support, including removal costs and any additional benefits.
* Work with the relevant provider on PE assessments and support the set-up of payrolls in additional jurisdictions as required.
* Track mobility related expenses and ensure invoices are processed in a timely manner.
 |
| **SKILLS AND BEHAVIOURS (Values in Practice**) **Accountability:*** holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:*** sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
* widely shares their personal vision for Save the Children, engages and motivates others
* future orientated, thinks strategically and on a global scale.

**Collaboration:*** builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
* values diversity, sees it as a source of competitive strength
* approachable, good listener, easy to talk to.

**Creativity:*** develops and encourages new and innovative solutions
* willing to take disciplined risks.

**Integrity:*** honest, encourages openness and transparency; demonstrates highest levels of integrity
 |
| **QUALIFICATIONS** * Degree or equivalent experience
 |
| **EXPERIENCE AND SKILLS****Essential*** Good organisational planning skills and a proven ability to work with a large degree of independence, managing own workload and priorities and identifying opportunities to add value to the business.
* Adaptable and flexible and be able to manage changing priorities.
* Understanding immigration laws, visa requirements, work permits, and other legal aspects related to international mobility
* Strong written and verbal communication skills an excellent communicator with a high level of written and verbal English.
* Strong interpersonal and relationship building skills
* Adept at finding solutions and troubleshooting issues efficiently.
* Proactive with plenty of initiative.
* Knowledge and good understanding of diversity issues including some understanding of issues around gender, age, cultural sensitivity and a commitment to SCI’s values and principles of equal opportunities.
* Experience using Excel, Power BI, HRIS or other
* Previous experience being involved in HR/ Global Mobility project work
* Experience in a mobility role within a large, complex global organisation.
* Experience of working closely with specialist HR staff including HR Business Partners, Reward, L&D & Recruitment Specialists.
* Strong eye for detail, particularly when issuing/drafting legal documents e.g. employment contracts.
 |
| **Additional job responsibilities**The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |
| **Equal Opportunities** The post holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Child Safeguarding:**We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. |
| **Safeguarding our Staff:**The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy |
| **Health and Safety**The post holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
| **JD written by:**  | **Date: 26th July 2023** |
| **JD agreed by:**  | **Date:**  |
| **Evaluated:** | **Date:** |