# Position Details

## Administrative Services- CSOF6

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| The following information is for applicants | |
| Advertised Job Title | Global Mobility Lead |
| Job Reference | 90118 |
| Tenure | Indefinite, Full-time or Part-time |
| Salary Range | AU$121,455 to AU$142,321 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Melbourne, Canberra or Brisbane |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents |
| Position reports to the | Talent and Career Management Lead |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Please contact Wade Barker at wade.barker@csiro.au |
| How to apply | Apply online at <https://jobs.csiro.au/>  Internal applicants please apply via **Jobs Central**  If you experience difficulties when applying, please email [careers.online@csiro.au](mailto:careers.online@csiro.au) or call 1300 984 220. |

**Acknowledgement of Country**

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the areas that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our [vision towards reconciliation](https://www.csiro.au/en/about/Indigenous-engagement/Reconciliation-Action-Plan).

### Role Overview

The **Global Mobility Lead** is a critical subject matter expert within the Careers portfolio, reporting to the Talent and Career Management Lead. The role is responsible for building, managing and developing the global mobility framework from inception through to managing BAU operations, supporting the development and continuous improvement of CSIRO’s Mobility program. The Global Mobility Lead will act as the single point contact for CSIRO staff enquiring about international relocations, international assignment, and inpatriate and expatriate matters.

### Duties and Key Result Areas

* Establish the set-up of global mobility framework across CSIRO and supporting the implementation, development and continuous improvement of the mobility program by working collaboratively with internal teams such as Security, IM&T, Legal and People to develop, govern, and maintain policies and processes.
* Provide critical support and advice as the Global Mobility subject matter expert and be the single point contact for CSIRO staff enquiring about international relocations, international assignment, and inpatriate and expatriate matters.
* Communicate and consult with internal customers regarding all global mobilities and standards to ensure understanding and compliance, and recommend enhancements, improvements and simplification of existing processes and procedures based on experience and feedback.
* Collaborate with Business Units and Strategic Partners on mobility planning, strategies and budgets, and develop creative solutions to business unit requirements.
* Maintain a strong knowledge of the relocation industry to ensure a high-quality service is being provided to CSIRO employees.
* Communicate changes to legislation to respective Business Units which may affect the ability to relocate employees internationally or increase assignment costs.
* Manage, maintain, and build relationships with government stakeholders.
* Govern and manage each stage within the relocation process for employees, ensuring a seamless and high-quality customer experience.
* Support the development and continuous improvement of the mobility program by working collaboratively with internal teams to develop, govern, and maintain policies and processes.
* Coach and train CSIRO leaders on mobility policies and procedures, with the intention to upskill, increase knowledge and understanding, and ensure policies and procedures are administrated consistently.
* Ensure continuous improvement of technology to support processes and data management of reporting of international assignments
* Develop and maintain relationships with key business stakeholders in the various parts of the business.
* Manage escalations, ensure appropriate stakeholders are aware and that matters are resolved in a timely manner.
* Work collaboratively as part of a multi-disciplinary team to carry out tasks in support of CSIRO’s scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Values, Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Zero Harm goals.

## **Selection Criteria**

#### Essential

*Under CSIRO policy only those who meet all essential criteria can be appointed.*

1. Demonstrated experience establishing and managing global mobility activities for domestic and international relocations, transfers, assignments, and expatriate management issues in a large and complex organisation.
2. Widespread knowledge of industry practices, tax implications, compensation, and immigration.
3. The ability to effectively collaborate with colleagues and third-party vendors internationally, have a key understanding of cultural differences and experience in a business facing role
4. Excellent problem solving, interpersonal skills and a consistent focus on quality and customer service, with people management and tenders/bids experience.
5. An ability to assess the risk and opportunity of identified strategies, options and actions while overcoming problems and setbacks in achieving goals.
6. Demonstrated ability building and managing a corporate mobility program in a large organisation or professional services environment.
7. Detailed understanding of broader mobility considerations such as immigration, tax, social security, employment taxes and employment law, across multiple jurisdictions
8. Superior written and oral communication skills and the ability to articulate a position in a coherent and succinct manner.
9. Evidence of collaborative and agile working that adapts to changing requirements.​
10. Exceptional organisational skills and attention to detail, able to prioritise competing demands, and a clear understanding of risk and when to escalate issues to achieve positive outcomes.
11. A strong history of communicating and working closely with stakeholders to meet their needs, expectations and building efficient stakeholder engagement in talent initiatives.
12. Evidence of evaluating, interpreting, and integrating complex bodies of information to draw logical conclusions, synthesise proposals and defend options with reasoned arguments.

## **Required Competencies**

* **Teamwork and Collaboration:** Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues.
* **Influence and Communication:** Identifies critical stakeholders and influences them via an influential third party, for example through an established network, to gain support for sometimes contentious, proposals/ideas.
* **Resource Management/Leadership:** Provides leadership that fosters an environment that encourages new ideas and provides support for the development of emerging skills. Creates trust by displaying consistency, understanding, integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.
* **Judgement and Problem Solving:** Anticipates and manages problems in ambiguous situations. Develops and selects an appropriate course of action and provides for contingencies. Evaluates, interprets and integrates complex bodies of information and draws logical conclusions, synthesises proposals and defends options with reasoned arguments.
* **Independence:** Assesses the risk and opportunity of identified strategies, options and actions. Overcomes problems and setbacks in achieving goals. Invariably includes consideration of value-added future impact on bottom line when determining the optimal and efficient use of resources.
* **Adaptability:**Demonstrates flexibility in thinking and adapts to and manages the increasing rate of organisational change by adjusting strategies, goals and priorities.

Special Requirements

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance requirements.

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) for more information.

CSIRO is a values-based organisation.  In your application and at interview you will need to demonstrate behaviours aligned to our values of:

* People First
* Further Together
* Making it Real
* Trusted