# Administrative Services – CSOF5

Role summary for potential applicants

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| Advertised Job Title**:** | Global HR Mobility Specialist |
| Reference Number**:** | 52453 |
| Classification**:** | CSOF5 |
| Salary Range: | AU $95K to AU $103K plus up to 15.4% superannuation |
| Location**:** | Black Mountain ACT or Clayton VIC |
| Tenure: | Specified Term of 18 months |
| Relocation assistance**:** | Will be provided to the successful candidate if required. |
| Applications are open to: | Australian Citizens and Permanent Residents Only* *For Specified Term positions, we will accept applications from Temporary Residents with working rights for the length of the term, who do not require sponsorship.*
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| Functional Area**:** | Administrative Services |
| % Client Focus - Internal: | 70% |
| % Client Focus - External: | 30% |
| Reports to the: | Executive HR Manager - Enterprise Services |
| Number of Direct Reports: | 0 |

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| **Role Overview:** |
| The role of the Global HR Mobility Specialist will assist with the human resources aspects of international mobility. The incumbent will serve as the point of contact for moves inbound to a number of regions and manage a portfolio of assignments including short and long term international assignments and local engagements. The Global HR Mobility Specialist is the main point of contact for the employee, ensuring a high quality experience that is compliant with country and CSIRO requirements.The role will collaborate with internal functions such as Global, Legal, HSE, Contracts, Governance, Information Management & Technology, Security, Human Resources and other relevant functions. The incumbent will manage and coordinate day-to-day operations and relationships with external vendors e.g. tax specialists, visa advisory services etc. |

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| **Duties and Key Result Areas:** |
| Global Mobility Lifecycle* Overseeing the employee lifecycle as it relates to international assignments, placements and transfers, understanding end to end service model in order to anticipate employee needs.
* Partner with CSIRO Global and In-Business HR on international assignments and placements e.g. business case, approval for assignments, office arrangements, engagement with other Australian government and non-government entities abroad.
* Ensuring adherence to CSIRO’s procedures and country requirements as it relates to international placements.
* Coordinate with HR Recruitment, Workplace Relations and Policy and CSIRO Global to determine individual transferee or local remuneration packages.
* Calculate financial aspects of moves including cost projections.
* Track and report mobility related costs.
* Manage non-CSIRO standard systems as required e.g. TriNet administration.

Collaboration* Partner with CSIRO Global develop and improve programs and administration of the international mobility process to meet CSIRO’s business needs.
* Collaborate with key functions such as Human Resources, Legal, HSE, Contracts, Governance, Information Management & Technology, Security, Finance and other relevant functions and provide mobility-related expertise.
* Work with HR In-business to maintain an up-to-date forecast of global mobility needs (e.g. anticipate future needs).

Subject Matter expert* Run education seminars on Global HR Mobility procedures and practices.
* Capture and circulate best practices for the mobility life-cycle.
* Leveraging technology to ensure accurate and complete tracking of data, managing elements of assignment and working with vendors.
* Keeping updated on industry best practices, trends, and latest thinking on international assignments and relocations.
* Proactively identify opportunities for improvements and/or efficiencies in procedures and processes.
* Monitor additional aspects of CSIRO’s international placements to identify opportunities for improvement.
* Maintain and improve the process for tracking transfers and producing metrics for key

Stakeholders. External vendor management* Manage and coordinate day-to-day operations and relationships with external vendors.
* Seek approvals for engagement of vendors.
* Develop a panel of vendors to maximise value and quality of service for CSIRO.
* Serving as primary contact for employee during decision making phase to answer questions on procedure and process prior to handoff to vendors.

Other duties as directed |

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| **Selection Criteria:** |
| *Under CSIRO policy only those who meet all essential criteria can be appointed****Pre-Requisites:***1. **Education/Qualifications:** A relevant tertiary qualification such as Human Resources and global mobility related experience.
2. **Communication:** Excellent written and oral communication skills, including the ability to clearly and succinctly convey information and ideas to individuals and groups.
3. **Behaviours:** A history of professional and respectful behaviours and attitudes in a collaborative environment.
4. **Adaptability:** Demonstrated ability to deal with ambiguity and adapt to changing circumstances and new responsibilities.
5. **Problem Solving:** Proven ability to investigate underlying issues of complex and ill-defined problems and develop appropriate responses through abstract thinking and using creative solutions.

***Essential Criteria:***1. Demonstrated experience working in global/international mobility in international placements and local engagements.
2. The ability to work effectively in a team environment, collaborate widely both internally and externally, and provide guidance to managers and staff.
3. Strong organisation skills and ability to perform multiple complex tasks.
4. Demonstrated ability and willingness to generate improved solutions to complex problems and resolve complaints using creativity, reasoning and past experience.
5. Demonstrated experience in managing external vendors.

**As Australia’s Innovation Catalyst, CSIRO has strategic actions underpinned by behaviours aligned to**:* Excellent science
* Inclusion, trust & respect
* Health, safety & environment
* Delivery on commitments.

**In your application and at interview you will need to demonstrate alignment with these behaviours.*****Special requirements:***To be eligible for this position you must be willing and able to attend to calls to accommodate different time zones. |

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| **Other Information:** |
| **How to Apply**Please apply for this position online at <https://jobs.csiro.au/> and enter requisition number **52453**. Internal applicants please apply via ‘Jobs Central’ in SAP (click ‘Recruitment’) Please load your CV (Maximum 2MB). You may also be required to respond to some screening questions.  If you experience difficulties applying online call 1300 984 220 for assistance. Outside Australian business hours please email: csiro-careers@csiro.au. **Referees**: Please provide contact details of two previous supervisor or academic/professional referees in your resume/CV. We will ask your permission before making contact. **Referees**: If you do not already have the names and contact details of two previous supervisors or academic/ professional referees included in your resume/CV please add these before uploading your CV.**Contact:** If after reading the selection documentation you require further information please contact: Ricky Penavia email: ricky.pena@csiro.au or phone: +61 404 595 288Please do not email your application directly to Ricky Pena. Applications received via this method will not be considered.**About CSIRO**Australia is founding its future on science and innovation. Its national science agency, the Commonwealth Scientific and Industrial Research Organisation (CSIRO) is a powerhouse of ideas, technologies and skills for building prosperity, growth, health and sustainability. It serves governments, industries, business and communities across the nation. Find out more! [www.csiro.au](http://www.csiro.au). **CSIRO Global** CSIRO Global plays a central role in the development and implementation of CSIRO's strategy, including the development of CSIRO's presence overseas. The team supports the full range of CSIRO’s international activities by working closely with staff from a range of areas within CSIRO, as well as collecting and sharing data on CSIRO’s presence and engagement overseas. The team also coordinates engagement with national and international partners that have an interest in CSIRO’s international activity. This includes Australian government departments and agencies, embassies, non-governmental agencies and international partner organisations.Find out more: [CSIRO Global](http://my.csiro.au/Business-Units/Science-Strategy-and-People/International-Development.aspxhttp%3A/my.csiro.au/Business-Units/Science-Strategy-and-People/International-Development/Contacts.aspx) |