



THE POST

Faculty/Service:	Human Resources, Culture & Assurance
Post:	Global Employment Advisor
Grade:	E
Reporting To:	Global Employment Manager
Location:	Remote / Exeter/Cornwall (hybrid)

Job Description

Main purpose of the job:

We are seeking a talented HR professional to join our growing Global Employment team. The focus of the role will be to provide first level professional support and advice to managers and staff across the University regarding Global Employment matters and to support the University's day-to-day overseas employment operations including but not limited to casework and advisory work, global employment arrangements, finance cost recharge, and data management. As the activity is currently growing, the role also offers opportunities to support large transformation projects and development initiatives.

Main duties and accountabilities

- Act as the first point of contact for all operational global employment matters within the University covering duty of care, healthcare, immigration, tax and social security, payroll, labour law and international compensation and benefits aspects and provide a central point of coordinated expertise to HR colleagues and Departments.
- Advise managers to ensure they are aware of and understand Global employment issues, policies and processes before key decisions are made and communicated to individuals and the business. Adopt a coaching approach where required.
- Work closely with HR Business Partners, HR Advisors and colleagues in Payroll, Recruitment, and Administration to ensure consistency of practice in HR Global employment procedures and practice.
- Coordinate the approval process on every overseas working request received.
- Complete due diligence reports, assessing the feasibility, risks, costs and timescales associated to the University's Global Employment projects and recommend the best course of action to achieve business objectives. Articulate clearly where options exist to mitigate risk or minimise costs. Escalate complex cases or appeals to the Global employment Manager.
- Manage specialist input from Tax, Payroll and HR teams, as well as external specialist advisors to ensure progress on those employment projects is maintained and the relevant solutions are set up in a timely manner.

- Implement and manage relevant overseas payroll operations and indirect employment solutions and ensure that the University fulfils its employer obligations in the countries where it operates.
- Provide support and advice to the overseas monthly payroll operations. Liaise with international payroll bureaux and vendors to solve complex matters where required. Act as the first point of contact on any related issues.
- Contribute to the regular Global Employment costs cross-charge to the relevant departments in close collaboration with the Global Employment team and the Finance Division.
- Ensure that all systems and spreadsheets are kept up to date in a timely manner and are a true reflection of the Global Employment team's activity.
- Support the Global Employment Manager in the management of the commercial relationship with Global Employment vendors, including immigration advisors, legal and tax experts, payroll and employment solutions providers as well as systems and data providers. Monitor the quality of the service received and escalate any issues accordingly.
- Support the development, review and implementation of Global Employment policies and procedures to meet global strategic goals and compliance requirements, working collaboratively with colleagues from different departments across the University.
- Assist with research and preparation of ad hoc communications, training materials, data and stats on Global Employment matters.
- Contribute to the transformation of the Global Employment activity by taking part in projects to develop and improve existing practices and procedure.
- Keep up to date with regulatory and market practice developments in all areas of Global employment and share knowledge and experience with other team members and internal customers as required.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.

Person Specification	Essential	Desirable
Attainments/Qualifications	A first degree or equivalent level	Professional qualification in HR, Global employment, tax or payroll Current Global employment-specific professional certifications
Skills and Understanding	General knowledge of international tax, social security, payroll, immigration and labour law regulations, including key international coordination mechanisms (double tax treaties, social security exemptions etc.) Proficient IT skills, including an advanced command of the Microsoft O365 suite, including SharePoint Admin High quality communication skills both orally and written	

	Excellent interpersonal skills; ability to quickly establish and maintain good working relationships at all levels Proactive, problem-solving and solution driven mindset A proven ability to plan, prioritise and organise own work effectively in a busy	
Prior Experience	Successful prior experience as An in-house Global employment professional	Prior experience of the Education
Behavioural Characteristics	The ability to work and communicate effectively with others in a team environment (including hybrid work) The ability to act with diplomacy in sensitive situations An eye for detail and a thorough, evidence-based and rigorous approach to work Ability to work in a complex and challenging environment, including ability to work with senior management, meet tight deadlines and deal with sensitive information (in line with GDPR	
Circumstances		

Terms & Conditions

Our Terms and Conditions of Employment can be viewed [here](#).

Further Information

Please see our [website](#) for further information on working at the University of