

	<b>Last Updated:</b> 29/08/2025		
<b>Job Title</b>	<b>HR Business Partner (Global Mobility)</b>		
<b>Faculty/ Department</b>	Human Resources	<b>Subsidiary</b>	University of Surrey
<b>Job Family</b>	Professional Services	<b>Job Level</b>	6
<b>Reports To</b>	Associate Director (HR Business Partnering)	<b>Line Manages (role title(s))</b>	N/A

### **Job Statement**

The HR Business Partner (Global Mobility) provides strategic and operational HR support to university leaders, with a specialist focus on international staff mobility enabling effective people management overseas. The role partners with designated business areas to deliver people initiatives and projects that strengthen organisational performance, while ensuring the effective management of international assignments. This includes being the HR expert on Transnational Education (TNE) initiatives, overseeing relocation, immigration, employment law compliance, and overseas payrolls for UK-based staff working abroad and staff at overseas campuses, in close collaboration with HR, Finance, Legal, and the International Office, as well as external partners, advisors and payroll providers.

### **Key Responsibilities** This is not designed to be a list of all tasks undertaken but the main responsibilities

1. Act as a strategic HR partner to university leaders, delivering people initiatives that strengthen organisational performance and support the University's international and Transnational Education (TNE) strategy.
2. Provide an end-to-end HR service for international staff assignments, coordinating recruitment, relocation (where applicable), contractual arrangements and professional development for colleagues working at overseas campuses, joint ventures, and partnerships.
3. Monitor and manage compliance with international immigration, tax, and social security obligations, working with external advisors and payroll providers to ensure accurate, timely, and compliant reporting.
4. Develop and administer contractual arrangements and mobility packages that balance equity, cost-effectiveness, staff wellbeing, and local market considerations.
5. Advise academic departments and senior leaders on the HR implications of overseas teaching, research collaborations, and branch campus operations, ensuring alignment with local employment practices and cultural contexts.
6. Collaborate with colleagues from the UK and our overseas locations to integrate processes, to ensure alignment and a positive employee experience across our campus in Guildford, UK and overseas locations.
7. Monitor, review, and improve mobility processes using workforce data, HR metrics, and insights to manage costs, mitigate compliance risks, and enhance efficiency, cultural integration, and employee engagement.

N.B. The above list is not exhaustive.

### **Role Scope and Impact** This is a summary of the post holder's role in delivering outcomes, making decisions, and the complexity of problem-solving involved in the role.

#### **Accountability:**

Freedom exists to take an independent and proactive approach to achieve the desired results, provided actions are consistent with the broader HR and University strategy, as well as any guidance provided by the Director/Associate Director of HR. The postholder will use their extensive experience to influence managers to champion and operationalise HR initiatives, policies, practices and procedures and to develop others. The role will have business area and University-wide impact so any errors in judgement could contribute to reputational damage to the University and/or result in litigation/ negative impact on employee engagement.

#### **Problem Solving and Decision Making:**

The post holder will be the 'expert' in global mobility practice and therefore will demonstrate an authoritative knowledge in this field, assisting to staff and HR colleagues to apply and interpret related employment law and internal policies and processes. The post holder may be faced with complex problems, which require them to exercise extensive personal initiative and judgement and to provide tailored solutions. They will regularly apply analytical, interpretative and constructive thinking, as well as a high degree of evaluation.

**Supplementary Information** This is a brief description of those relationships that play an important part in the post holder successfully carrying out the role. It identifies the significant internal and external relationships and contacts that the post holder has in their job.

**Internal**

- Transnational Education (TNE) Project team
- Director of HR and Associate Director (HR Business Partnering)
- HRBP's
- Directors/Heads of Department/Deans
- Centres of Excellence of the HR Department
- HR Systems - for management information, systems and processes
- Marketing & Communications
- Finance Partners

**External**

- Peers in equivalent universities to share and acquire best practice.
- International partner organisations i.e. GUS
- Third party tax/payroll providers
- UKVI/overseas equivalent
- CIPD, ACAS, UCEA and UHR – for professional HR networks and advice

**Person Specification** This section describes the knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

Qualifications and Professional Memberships		
Professionally qualified with a relevant degree/postgraduate qualification, plus broad demonstrable management experience in similar or related roles		E
CIPD or equivalent significant HR experience		E
FCIPD		D
Technical Competencies (Experience and Knowledge)	Essential/ Desirable	Level 1-3
Level 1: basic level of understanding/experience and can apply it with guidance. Level 2: good level of understanding/experience and can apply it with little or no guidance. Level 3: expert level of understanding/experience and can apply, develop it and guide others.		
<b>Global Mobility Expertise:</b> In-depth knowledge of international assignments, expatriate management, relocation and immigration processes including experience in designing and administering mobility packages, contracts, and reward and structures that balance cost-effectiveness, equity, professional development and wellbeing.	E	3
<b>International HR Knowledge:</b> Strong understanding of international HR practices, employment law, and employment relations across multiple jurisdictions (ideally China and India) gained through significant HRBP or global mobility consultancy experience with capability to adapt HR solutions to different cultural and local contexts, ensuring alignment between the home campus and international sites.	E	3
<b>Compliance Management:</b> Ability to manage complex compliance requirements including immigration, tax, payroll, and social security across multiple countries.	E	3
<b>Stakeholder and Project Management:</b> Skilled in engaging and influencing senior leaders, professional services and academic departments, and external partners (tax advisors, payroll providers, immigration specialists) to achieve programme goals.	E	2
<b>Cross-Cultural Awareness:</b> Strong capability to adapt HR solutions to different cultural and local contexts, ensuring alignment between the home campus and international sites.	E	2
Special Requirements		Essential/ Desirable
Occasional requirement to work outside of standard office hours to work across time zones and for overseas travel to support business needs.		E

<b>Core Competencies</b> This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade.	<b>Level 1-3</b>
Communication	3
Adaptability and Flexibility	3
Customer, Client service and support	3
Planning and Organising	3
Continuous Improvement	3
Problem Solving and Decision-Making Skills	3
Managing and Developing Performance	n/a
Creative and Analytical Thinking	2
Influencing, Persuasion and Negotiation Skills	3
Strategic Thinking and Leadership	1

This Job Purpose outlines the core activities of the role. As the Department/Faculty and the post holder evolve, the duties and focus of the role may change. The University expects the post holder to adopt a flexible approach to work, including undertaking relevant training when necessary. If significant changes to the Job Purpose are required, the post holder will be consulted, and the changes will be reflected in a revised Job Purpose.

**All staff are expected to:**

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.
- Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
- Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.
- Contribute towards broader university initiatives that have a positive impact on student experience, recruitment and campus operations. This may include participation in cross-functional activities such as open days, confirmation and clearing, welcome week, graduation.
- Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.
- Undertake such other duties within the scope of the post as may be requested by your Manager.
- Work supportively with colleagues, operating in a collegiate manner at all times.

**Help maintain a safe working environment by:**

- All staff have a statutory responsibility to take reasonable care of themselves and others and to prevent harm by their acts or omissions. All staff are, therefore, required to adhere to the University's Our Safety Policy Statement and associated Procedures.

## Organisational/Departmental Information

### Background Information

The Human Resources team is committed to providing an efficient, effective and supportive service to the University community, whether in the UK or internationally with the aim of creating a positive employee experience for everyone at Surrey. Our vision is to create an environment where people can achieve their ambitions and potential and deliver academic excellence.

### Structure Chart

