

POSITION DESCRIPTION

KING & WOOD
MALLESONS
金杜律师事务所

Position Title:	Mobility Senior Manager
Manager / Supervisor:	Head of Remuneration, Rewards and Performance
Services Team:	People & Development
Responsible for:	International and domestic employee mobility and transfers
Centre:	Sydney

Date Created / Last Edited: December 2019

Working. Respect. Together

King & Wood Mallesons is committed to creating an inclusive, fair and respectful culture. We require all partners and staff to contribute to a safe working environment which is free from unlawful discrimination and/or harassment. We also require partners and staff to maintain a professional standard of dress, appearance and behaviour during work and at work related functions.

We acknowledge, understand, accept and value differences among all our people. This may relate to age, marital status, ethnicity, carer's status, gender, physical and mental disability, sexual orientation, gender identity, gender expression, spiritual practice or religious belief, for example.

We recognise the importance of reconciliation with Aboriginal and Torres Strait Islander peoples and pay our respects to them as the traditional owners of country.

Position summary

This role is responsible for all aspects of global mobility for the Australian office – with a focus on international moves between Australia and the following countries; China, Singapore, Hong Kong, US and the UK.

A key area of focus for the first 12 months is reviewing and enhancing the current global mobility policy and process – with the aim to provide greater stakeholder clarity and agreement of mobility policy and application, improved operational excellence and efficiency, and superior assignee experience. This role is also an integral part of the People & Development ("P&D") team and works closely with our recruitment and advisory teams, as well as Partners and other Practice Group business leaders.

Your key responsibilities

- Manage the mobility function for outbound and inbound moves from/to Australia;
- Manage one mobility consultant in supporting the delivery of all mobility services (including domestic moves and international hires);
- As a priority, review and enhance the outbound and inbound mobility policy with a focus on:

- Agreed repeatable governance, policy and process for majority of inbound / outbound moves with a focus on Australia, China, Singapore, UK, US and Hong Kong;
 - A library of relevant templates, business cases, offer letters, questionnaires and process maps for all inbound / outbound moves – agreed with each relevant office;
 - Set of standard reporting templates e.g. mobility moves, costs, visa status and management etc.;
 - Integration between P&D, Finance/payroll, Technology and KWM offices for all international mobility moves.
 - Develop an assignee feedback process to measure and improve the mobility experience.
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Your key relationships

- P&D Leadership Team
 - Practice Group Business Managers
 - P&D Advisory team
 - Partners and assignees
 - General Counsel, finance and technology teams
 - Vendors
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Capabilities

Our Capability Framework is a key tool to help drive business results and achieve our vision of leading the way in creating value, centred on what our clients need.

To succeed in this position the following capabilities are to be achieved:

People: Respectful and supportive interactions that lead to firm high performance | Building effective teams by empowering and coaching people | Leading through collaboration and accountability

Clients: Consistently delivering superior client service | Becoming a trusted advisor through deep understanding of the client | Building strong and enduring client relationships | Adapting flexibly to a changing environment to meet client needs

Firm: Application of technical knowledge to advance the client's commercial objectives | Development of legal and industry/sector expertise | Effective practice and project management | Building your professional reputation | Achieving financial and cost targets | Commitment to continuous improvement through innovation | Applying business acumen in pursuit of opportunities for the firm and clients | Effective workload and project management

Financial: Applying business acumen in delivery of service to clients | Achieving business, project and budget goals | Commitment to continuous improvement through innovation

Qualifications

- At least 4-5 years' experience managing global mobility programs
 - A Bachelor Degree in Human Resources or Business discipline
 - Accreditation in project management desirable
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Skills and attributes

Mobility

- Strong understanding of mobility processes and components across Asia Pacific
- Demonstrated experience in advising P&D teams and leaders on mobility policy and application
- Ability to develop the tools and processes for P&D teams to lift the consistency of mobility experience
- Strong experience in managing mobility vendor relationships/agreements

Operational excellence

- Strong project management experience – ability to execute both strategy and operational elements (end to end)
- Practical and flexible approach to developing policy and process that result in efficiency gains and organisational clarity
- Strong communication approach in building organisational understanding and application of mobility policy
- Highly organised approach in managing senior mobility moves

Relationships

- Ability to develop cross-border relationships between mobility teams
- Strong ability to work across P&D and other teams in co-developing enhancements to mobility operations and process
- Ability to work with senior stakeholders to ensure upfront clarity of mobility approach to all parties
- Management, supervision and mentoring of the mobility consultant

Attributes

- Ability to manage multiple priorities and make decisions
 - Attention to detail, accuracy of written and verbal work
 - Strong self-starter and motivator
 - Enjoys autonomy and ownership
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Our vision & values

Our global vision

'To create a unified top tier global law firm headquartered in Asia'.

Across our global firm we have **values** that guide us and that we aspire to live up to

Client centric

Dynamic and entrepreneurial

One team. One firm

Excellence and innovation

Stewardship

Global perspective

.....these are the same whichever part of the firm you work in, in all countries.

As King & Wood Mallesons evolves to meet changing strategic and operational needs and objectives, so will the roles required of its staff. As such, this document is not intended to represent the position which the occupant will perform in perpetuity. It provides an overall view of the incumbent's role as at the date of this statement. In addition to this document, the specifics of the incumbent's role will be described in local area work and project plans, and in performance plans developed by the incumbent and relevant partner/ manager as part of KWM's performance evaluation, development and progression processes.