**Mobility plan**

* Complete this plan when the successful applicant is ready to start their temporary opportunity.
* Seek agreement on the plan by all parties.
* Send a copy of this plan to the home manager, host manager and successful applicant.

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| **Summary of the opportunity placement** | | |
| **Opportunity name** |  | |
| **Link to opportunity** |  | |
| **Host manager** | Name: | |
| Position/title: | |
| Phone: | Email: |
| **Successful applicant details** | | |
| **Name** |  | |
| **Home organisation** |  | |
| **Security clearance level (if applicable)** |  | |
| **Home manager details** | | |
| **Home manager** | Name: | |
| Position/title: | |
| Phone: | Email: |

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| **Details** **of the opportunity placement** | |
| **Length of opportunity** | Start date:        End date: |
| **Commitment time** | Virtual    In-person     Hours/days: |
| **Host organisation address** (if in person) |  |
| **Opportunity objectives**  What objectives does the successful applicant need to achieve? |  |
| **Role and responsibilities of the host manager** |  |
| **Role and responsibilities of the successful applicant** |  |
| **Ways of working** How will you share files and resources?  How will you conduct team rituals/meetings? |  |
| **Keeping in touch**  How will the successful applicant keep in touch with their home organisation?  What check-ins with the Digital Squads team are needed for the pilot? |  |
| **Provide any other relevant information** e.g. Planned leave, OH&S requirements or reasonable adjustments (including where equipment might be transferred between agencies for the duration of the agreement), flexible or remote working arrangements, etc. |  |
| **Opportunities for skills and experience uplift (where applicable)** | |
| **Opportunities for skills uplift for host agency**  How can the opportunity uplift skills and experience for the host agency? |  |
| **Opportunities for skills uplift for the successful applicant**  How can the opportunity uplift skills and experience for the successful applicant? |  |
| **Opportunities for the successful applicant to share their skills and experience with their home team / agency**  How will the skills and experience gained through the opportunity be shared and/or applied upon return? |  |

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| The DTA Digital Squads team may be capturing stories of mobility opportunities to help us improve our service and to share stories across APS. We would like to seek your consent below to the use of images and/or video:  Use of photos   Use of video   Employee signature: ………………………………..  Use of photos   Use of video   Host manager: ……………………………………… |

**Principles of the pilot program**

* [Code of Conduct | Australian Public Service Commission (apsc.gov.au)](https://www.apsc.gov.au/working-aps/integrity/code-conduct)
* Ability to opt-out of the opportunity

The above plan is agreed on ……………………………………………….by:

Successful applicant: …………………………………………

Home manager: …………………………………………

Host manager: …………………………………………