

# GETTING TO THE NEXT STAGE OF YOUR CAREER



The City HR Association is the professional body for HR within financial services. Based in the City of London our role is to help HR practitioners at all stages of their career through training, knowledge sharing, best practice, policy development and networking.

This leaflet has been designed by City HR to help HR practitioners, at all levels, to manage their career within their current organisation, we also appreciate that individuals sometimes want to look at alternatives – either inside or outside of their current organisation. Mindful of this, we have provided sources that will help you to think about your own career management, to build on your skills or aspirations and to understand how building your career within your current organisation translates into wider career opportunities for the future.

## Andrea Eccles

Programme Director  
CEO – City HR Association

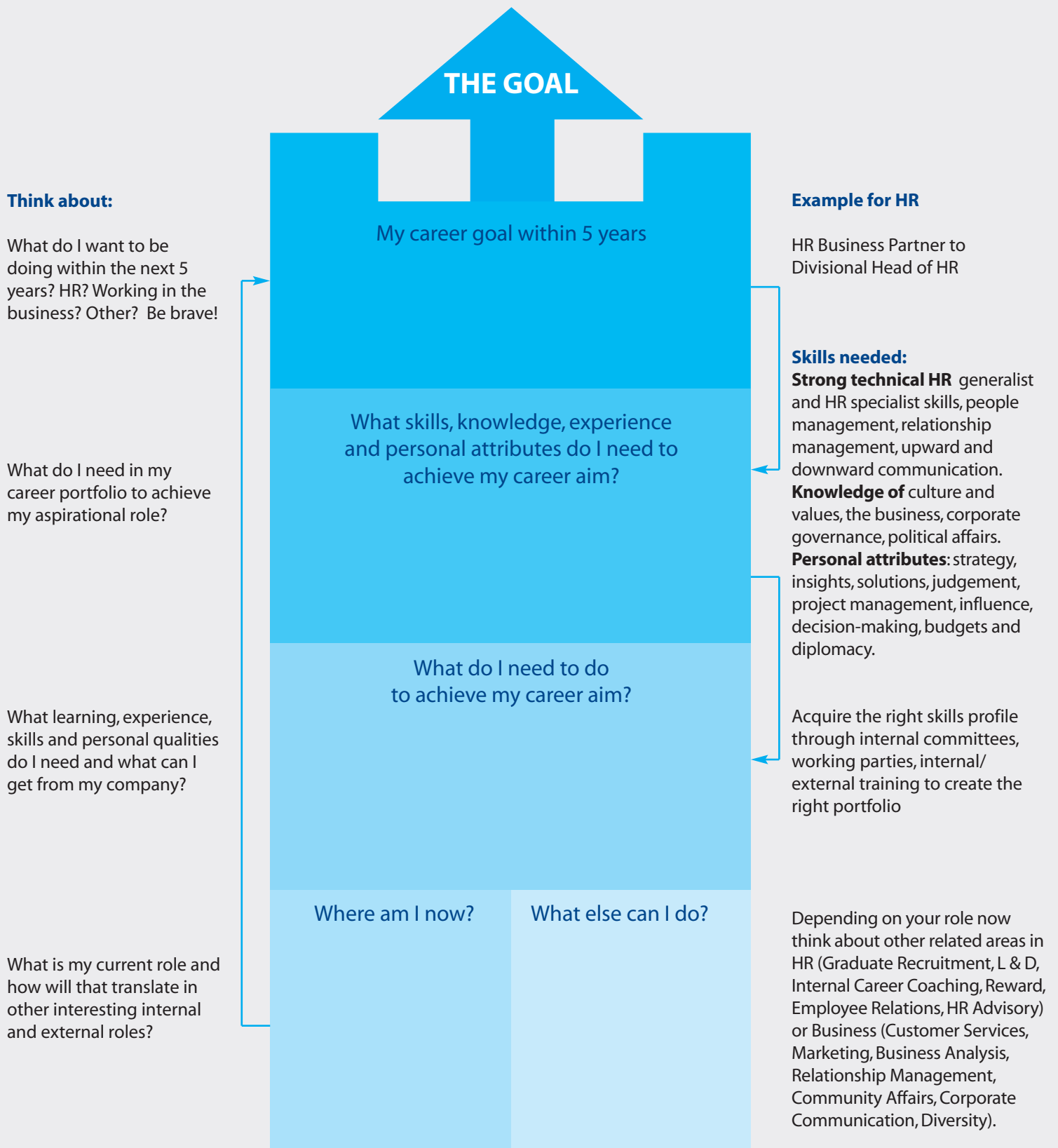
## IDEAS ON HOW TO OPTIMIZE THE HR SKILL-SET

Current HR Role	What next in HR?	What else can I do? Examples
HR Assistant HR Service Centre Administrator	Up-skill to HR Officer or an HR specialist role in reward, learning & development, resourcing, graduate recruitment etc through professional qualifications and internal training (see CIPD qualifications on back page)	Customer services call centre College Admissions Medical Practice Management Any administration or generic helpdesk role
HR Officer or Manager	Up-skill to HR Officer or an HR specialist role in reward, learning & development, resourcing, graduate recruitment etc through professional qualifications and internal training (see CIPD qualifications on back page)	Reward Consultant Recruitment Consultant (inplant management) Training Consultant Outplacement Consultant Community Affairs Manager
HR Business Partner or HR Team Leader	Secure a professional qualification and then consider whether to acquire some business experience (eg line activity, marketing, corporate communications, PR) or to acquire specialist skills in reward, learning and development, organizational design, head of resourcing, graduate training and development etc	HCM Management Consultancy Specialist Consultancy eg reward, talent management Trainer – Leadership, Management Development, HR skills Outplacement Employment Tribunal Panel Member Head of Community Affairs Marketing Director for an HR related product Professional Institute Role
Compensation Specialist	Gain a strong understanding of stakeholders, regulatory requirements, Benefits, Pensions, HR metrics, Benchmarking and Surveys	Reward consultant Pensions and benefits management HR Systems Analyst Benchmarking Survey Manager
Talent Management/L&D	Training, career development advisory, succession planning, promotions, leadership assessment and development, management development, employee engagement	HCM Management Consultant Trainer and programme design Employee Survey Design and Analysis Employee Engagement specialist Management Coach
HR Director, Divisional HR Leader	All of the above	All of the above Chief of Staff, Chief Administration Officer or Chief Operating Officer Governance Expert

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# CAREER PLANNING IN AN HR CONTEXT



For HR related careers refer to the CIPD HR Professions Map ([www.CIPD.co.uk/profession-map](http://www.CIPD.co.uk/profession-map))

For non HR related careers refer to Adult Directions

# TOP TIPS for.....

## What next in my Career?

- Where am I now? Where do I want to be in 5 years?
- In the same career ie HR? What experience, training and attributes do I need to build my career?
- In a different career? Determine what you would like to do and how to get there. Use Adult Directions CASCAid to do this
- Who can help me plot my career and make a transitional path for me? Make a list and approach in a structured way
- How do I build credibility or a track record in my chosen field? Identify what will help you re career position and seek it

## Developing my Career in HR: Formal Interventions

- Get feedback: Where do my manager and colleagues see me now?
- Do I need to study further e.g.
  - Professional qualification via CIPD
  - Occupational qualifications such as an MA in HR Management or Occupational Psychology
  - Optimise use of your Company Training Allowance or LMS (see over)
- Are there extra tools to add to my portfolio e.g.
  - Psychometric testing
  - Employment law courses
  - Coaching qualification
- Read a range of Business and HR publications to keep knowledge current including People Management and Work magazine, Harvard Business Review and HR Magazine

## Developing my Career in HR: Informal Interventions

- Attend external seminars to build knowledge e.g.
  - City HR Association
  - CIPD local branch meetings
  - Local law firms
  - Management consultants
- Gain Committee or Working Party experience to build profile and contracts
- Network internally and externally
- Be aware of teambuilding, relationship management and politics

## Networking

- **Network internally** – expand your network of work colleagues. These may be future critical internal or external contacts and will aid your knowledge sharing
- **Network externally** - Accept invitations to CIPD Branch events, City HR events or seminars held by lawyers and consulting companies. These always have time at the beginning and end to network and meet new people in a relaxed atmosphere. This will aid future best practice and peer collaboration.
- **LinkedIn** –keep your profile updated with new skills and experience

## Marketing myself Internally and Externally

- Networking events are great opportunities to market yourself
- Dress and act appropriately for the position you aspire to
- Raise your profile – contribute actively to meetings, join internal and external work groups
- Volunteer to be on working committees or groups
- Always send a note thanking someone for meeting you – you will stand out.
- Send a LinkedIn Invite to new and existing contacts. Think about your profile and key words.
- Join email or member board discussion groups

## Interviewing Internally and Externally

- Present your application professionally using a short cv concise, relevant and updated
- Ensure your application meets the full criteria of the job and demonstrate this – customise
- Bring your business knowledge up to speed and do as much research about the business as you can
- Have your elevator story ready – learn a self-description that is accurate, relevant and positive. Must be less than 60 seconds
- Be prepared for the strength and weaknesses question
- Don't interview the interviewer!

# TOP SNIPPETS

## For Personal Development for HR related activities, look at

- Your Company intranet for a full range of training programmes
- CIPD website for membership, branch details, HR Professions Map and How To information via [www.cipd.co.uk/homepage](http://www.cipd.co.uk/homepage)
- CIPD e-directory for HR courses via [www.cipd.co.uk/cipd-training](http://www.cipd.co.uk/cipd-training)
- For a list of corporates, HR Heads and leading suppliers by region and discipline see *The Personnel Managers Yearbook*

## Job Sources

- Changeboard jobsite [www.changeboard.com](http://www.changeboard.com)
- [Efinancialcareers.com](http://efinancialcareers.com)
- Local Agencies
- National agencies
- HR specific agencies
- HR publications job boards
- CIPD

## My Action Plan