

Job Description

Deputy Chief Executive, City HR Association Limited

About the City HR Association

The City HR Association Limited (City HR) is a professional body which provides HR insights, collaboration, best practice, benchmarking and support to HR practitioners at all levels and to multiple stakeholders. Its mission is to “Act as the voice, be a technical resource and provide thought leadership to the City and Financial Services Community on people related issues.” It looks after approximately 150 firms in banking, asset management and insurance in addition to those entities who provide expertise and support to the sector. It was formed in 1973, meaning that we have over 50 years of looking after HR professionals in our sphere!

City HR currently has a small core team and is supported by a long-standing set of first-class service providers for technology, finance, payroll and social media.

The workload of the core permanent team has significantly grown following the sign-off of a 3-year strategy and we are now looking to appoint a Deputy CEO forming part of the succession plan to CEO.

The City HR Association is a not-for-profit and its official registration is as a Limited Company by Guarantee.

Role Overview – Deputy CEO

To play a leading and active role in implementing the 4 strategic priorities set out in our 3 year strategy with an emphasis on the enhancement and delivery of member services, new products to support our members, collaboration with external stakeholders at the most senior level and financial stability. The role will require strong leadership, outstanding relationship management, financial acumen, excellent service delivery, research and benchmarking skills and an overall strong marketing and PR capability.

The incumbent must possess a strong knowledge of HR within financial and professional services. Above all, the individual must “have influence” and the ability to make things happen often using diplomacy across multiple stakeholders.

This is an executive level position reporting directly to the CEO. It has many stakeholders including the City HR Network Chairs, Operations Manager, City HR main and Shadow Board.

Role Responsibilities

The incumbent will take specific responsibility for:

1. The creation and management of the City HR Event schedule;
2. The Association’s Talent Management interventions (with an emphasis on early careers and the City HR Shadow Board development); and,
3. Support of the various member Networks and Special Interest Groups that the association has.

They will also support the CEO in business development activities and from time to time work in partnership with the Association’s City HR Associate Members and partners to deliver leading edge research.

Key Duties

- Determine education programmes for the membership: blend of training, seminars, roundtables and expert presentations aimed at professionals at all levels of their career
- Deliver the City HR “Events Schedule”
- Host the weekly HR Community Chats sharing the Chairing dependent on the subject matter
- Support each of the City HR Network and Special Interest Group Chairs and ensure the continued deepening of our Member networks
- Continue to guide and develop the City HR Shadow Board

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Key Duties cont.

- Build out the City HR Early Careers proposition e.g. an HR Apprentice programme, summer intern engagement etc. etc.
- Support the development of short- and long-term association plans, particularly relating to products and services.
- Attend high level meetings and events to maintain City HR's voice in City, industry and profession affairs
- Support the expansion of City HR membership, working in conjunction with the CEO and the Board to attract new firms.

Skills Required

- Understand the issues affecting City HR members, particularly Government directives, regulatory requirements, employment law and third-party interventions (e.g. EHRC, the Mansion House or City of London Corporation)
- Able to interact with stakeholders at all levels
- Diplomacy and discretion (People trust City HR)
- Influence and Leadership
- Outstanding knowledge of talent management strategies and devices
- Relationship Management: members and key influencers in the market and profession
- Strong written and oral communications
- Project and Programme Management
- Must be a "completer/finisher"
- The incumbent must possess a strong knowledge of HR within financial and professional services and to interact with HR stakeholders at all levels. Above all, to assist with the positioning of City HR as a professional and modern association and a leader in the field of People and Culture.

Pay, Progression and Perks

- The role is part-time, 3-days a week.
- City HR aim to be flexible and we do operate on a hybrid basis with the aim to be in the office/with members at least 2 days a week. For example, the incumbent might Chair the HR Community Call at 8.45 am and then set off to the office afterwards. There are no fixed hours but member visibility is vital.
- Pay is negotiable and depending on experience
- There is an annual pension contribution of 10%
- Season ticket loan
- Holiday entitlement of 25 days (pro rata) with office closure over the Christmas holidays and starting back in the New Year.
- It is in the succession plan to succeed the Chief Executive over time.

Closing Date : 31st May 2024