

## CULTURE, TALENT & INCLUSION POLICY ADVISER

### Culture, Talent & Inclusion

**Date:** January 2023

**Reports to:** CTI Specialist – Culture, Talent & Inclusion

### About the Investment Association

The IA champions the UK investment management industry, supporting savers, investors and businesses in the UK, across Europe, and around the world. Our members manage £10 trillion of assets.

Our mission is to make investment better. Better for clients, so they achieve their financial goals. Better for companies, so they get the capital they need to grow. And better for the economy and society, so everyone prospers.

The money our members manage is in a wide variety of investment vehicles including authorised investment funds, pension funds and stocks and shares ISAs. 75% of UK households now use the services of our members.

The IA seeks to be a world-class, values-driven trade association committed to being at the forefront of industry innovation, supporting members' businesses, by delivering a positive policy and business environment for firms.

### IA Culture and Values

#### Our Values

At the IA, we are committed to serving our members, embracing new ideas and striving for excellence. We are inclusive, considerate and act with integrity in all we do.

#### Diversity and Inclusion

We are committed to creating a diverse and inclusive UK investment and savings industry at all levels, including in our own organisation.

***We welcome applications from all qualified candidates regardless of their ethnicity, race, gender, religious beliefs, sexual orientation, age, marital status or whether or not they have a disability.***

Initiatives:



- We signed the Women in Finance Charter in February 2017. Sponsored by HM Treasury, the charter is a pledge for gender balance across financial services.
- We voluntarily publish our gender pay gap each year.
- We signed the Race at Work Charter in January 2020. The Race at Work Charter comprises five calls to action to ensure that ethnic minority employees are represented at all levels in an organisation.
- The IA is a founding partner of the Change the Race Ratio (CTRR), a business led initiative launched by the CBI to increase racial and ethnic participation in British businesses. As signatories of the CTRR, we have committed to set targets to increase the racial and ethnic diversity of our Board and senior leadership team.
- See here for further information on our work with our members on Diversity and Inclusion

## Wellbeing

At the IA we actively seek to promote the wellbeing of our staff; alongside our benefits and flexible working policy, we have an active program of wellbeing initiatives across four key areas:

- Mental and Physical Health
- Sustainability and the Environment
- Volunteering and fundraising
- Diversity and Inclusion

## **About The Culture, Talent & Inclusion Team (CTI Team)**

The CTI Team support members in driving a forward looking, responsible and inclusive investment industry that attracts, develops and retains talented people from all backgrounds, from early careers through to senior leaders whilst promoting a strong organisational culture. We support members to take an interventionist approach: by working with the regulators and Government to help shape policy; through the implementation of industry-wide programmes; and by engendering good practice through thought leadership, forums and guides.

Working as part of a team with subject matter expertise, provides an opportunity to work across a broad range of topical areas related to culture, talent and inclusion.

## **Overview of the Role**

Culture, talent and inclusion are of strategic importance to investment management and the IA is looking to both integrate and further develop its member offer in this area. The job holder will contribute to all the Culture, Talent and Inclusions team's objectives and work on a series of cross-functional projects. The role is London based.

## **Main Duties**

- Work closely with the CTI Specialist, Investment20/20 team and cross-team colleagues, as well as members, to ensure an integrated implementation of the Culture, Talent and Inclusion strategy



- Aid in the management of relationships with member HR practitioners and their teams and responsible for secretariat support for the HR Committee
- Responsible for the upkeep and management of CTI documents and website with relevant content
- Responsible for the maintenance and analysis of CTI member contacts and database
- Provide support in preparing documents and presentations for member meetings
- Keep abreast of research and policy development in culture, talent and inclusion and keep the team, relevant cross-team colleagues and executives aware of issues that affect the industry
- Support in the production of responses to policy consultations on Culture and Inclusion issues as well as helping with event content development and speaker acquisition
- Engage with key stakeholders to represent IA member views on Culture, Talent and Inclusion
- Work towards developing a relevant network of industry and external stakeholders' contacts to support IA initiatives
- Undertake other tasks as may be reasonably requested by the IA

### **Requirements and Personal Attributes**

We are open to candidates from a wide range of professional backgrounds and are looking for someone who is passionate about culture, talent development and policy, who can work closely with internal and external stakeholders on delivery.

- Committed to embracing the IA's values.
- Excellent project management skills to support in the planning and organisation of multiple tasks, able to think ahead and meet deadlines
- Excellent written and oral communication skills with a keen eye for detail
- Must be a self-starter who is capable of working autonomously as well as part of team
- Capable of acting as an advocate of the business with all levels of seniority
- Proactive and enthusiastic with a positive customer service approach

Working knowledge of some of the following areas is desirable (from a technical/regulatory perspective):

- HR policy areas impacting the financial services industry and how culture and inclusion activities are conducted by financial services and investment managers
- Knowledge and understanding of wider financial services
- The regulatory environment for Culture and Diversity & Inclusion

This role would suit someone with 2-4 years professional experience. Examples of professional backgrounds could include financial services, trade or professional membership organisations and regulators.

