



Title: Talent Manager, Tech City UK

Reports to: COO

Based in: London

Travel: Fortnightly travel to Manchester, occasional travel across the UK

Talent Manager, Tech City UK

About Tech City UK

Launched by the UK Prime Minister David Cameron in 2010, Tech City UK supports digital entrepreneurship across the nation, with regional bases in London and Northern England.

Our aim is to help accelerate the growth of promising digital businesses in the UK. We do this by focusing on three areas:

1. Lifecycle Programmes - running programmes that help digital start ups through every stage of their maturity – from seed to IPO or trade sale;
2. Digital Skills Gap – we are closing the digital skills gap by creating products and services that make a measurable difference;
3. Thought Leadership & Advocacy – using all the data, intelligence and connections with the community, we are able to create reports and events that mark us a thought leader in creating digital ecosystems

The culture is one of a start up with a lean mentality. We aim to be agile, transformative and authentic in our day-to-day operations.

The Challenge of the Role

Tech City UK is a dynamic and fast paced organisation, delivering a large amount of activity across a range of different programmes



throughout the UK, with our main offices in London & Manchester. In order to do this we need strong operational support. As part of the Operations Team (working with the COO, Business Performance Manager and Financial Controller) the Talent Manager is a key role to ensure we recruit and retain a high performing team and provide the teams with HR support.

Main Duties & Responsibilities

Responsibility for recruitment, inductions, retention & rewards. Ownership of HR Strategy, policies, processes & their implementation, Office Management and employee well-being across Tech City UK.

Specific responsibilities:

- Development, ownership and driving the Talent agenda including attraction, performance management and people development
- Recruitment; Supporting team with recruitment process, Job descriptions, Titles and Salary bands
- Induction and onboarding; TCUK Employee Handbook, system access, supplying laptops / equipment
- Develop and implement Reward Strategy
- Develop retention strategies, including succession planning, for staff
- Establish and develop a continuous learning culture
- HR Admin: Employment contracts, structure charts, HR system, tracking Payroll changes, benefits and pensions administration, e-mail groups, Fixed Asset Register, offboarding
- Provide advice and guidance on UK employment law
- Manage Office Moves & relationships / contracts with service providers
- Responsible for organising Team Meetings and coordinating other regular meetings, including Quarterly Workshops.
- Manage the budget for Recruitment, Rent, Office Supplies & Team Travel



Desired Skills & Experience

- Graduate Degree or equivalent & CIPD Qualified
- 3-5 years similar experience with a strong HR Track record with experience of developing and implementing a Talent Strategy
- Flexible and agile approach
- Exceptional organisational and administrative skills
- Personable with ability to build strong positive relationships with many stakeholders
- Good communication skills
- Ability to self manage and multitask in a fast paced environment

Contact Details

If you are interested, please send a covering letter, your CV and a short email to jobs@techcityuk.com for more details. No agencies please. Tech City UK is an equal opportunities employer. Job applicants must prove their ability to work in the UK.