



European Bank
for Reconstruction and Development

JOB DESCRIPTION FOR THE PURPOSE OF RECRUITMENT

Section 1 – Details

Job Title Ref. 50022680	Vice President Human Resources and Corporate Services and Chief Administrative Officer
Team	Human Resources and Corporate Services
Responsible to / Line Manager <i>This should be a role title, not a named individual.</i>	Senior Vice President, Chief Financial Officer and Chief Operating Officer, Finance and Operations Group
Direct Reports <i>This is about scope of the role. Please include job titles and the reporting relationship.</i>	Managing Director, Human Resources Managing Director, Administrative Services Managing Director, Information Technology Director, Corporate Procurement Adviser Executive Assistant
Location	London HQ
Date Prepared	February 2017

Section 2 – Purpose of Job

The Vice President Human Resources and Corporate Services and Chief Administrative Officer is responsible for managing the Bank's human, physical and technological resources and has oversight over the following functions: Human Resources, IT, Administrative Services, Corporate Procurement, and Records Management & Archives. In particular, the post holder has overall responsibility for the formulation, communication and implementation of the Bank's Strategy and Policies for Human Resources, Information Technology, Administrative Services and Corporate Procurement.

The term of this key role will be between three to four years with the postholder also being a member of the EBRD's Executive Committee, Management Committee and lead on the IT Governance Committee.

Section 3 – Background

As part of an integrated management team, the Vice President Human Resources and Corporate Services and Chief Administrative Officer works towards delivering the Bank's Strategic Capital Framework and the Strategy Implementation Plan.

Section 4 – Facts / Scale

- The Human Resources and Corporate Services Vice Presidency totals about 210 staff and a comparable number of external contractors split between five functions; Human Resources , IT, Admin Services, Corporate Procurement and Records Management and Archives.
- The role is responsible for the overall budget of the Human Resources & Corporate Services Vice Presidency which is approximately £38m.

Section 5 – Accountabilities & Responsibilities

The Vice President and CAO is responsible for the formulation, delivery, communication and implementation of the Bank's strategies and policies in the following areas:

- Human Resources - The Vice President and CAO is accountable for enabling the attraction, engagement and development of the Bank's international and local staff. S/he is responsible for employment related matters including: recruitment, deployment and mobility, talent management and succession planning, diversity and inclusion, and staff compensation and benefits. The EBRD workforce numbers approximately 3,000 people and the annual payroll is £190m.
- Administrative Services – The Vice President and CAO has accountability for the management of the Bank's: real estate; health, safety and security; and facilities management services in Headquarters and the Resident Office locations.
- Information Technology – The Vice President and CAO has accountability for the development and operation of the Bank's IT infrastructure and applications in Headquarters and the Resident Office locations.
- Corporate Procurement – The Vice President and CAO is accountable for the procurement of goods, services and works required for the efficient and effective operation of the Headquarters and Resident Offices. The Vice President and CAO is responsible for ensuring that the EBRD obtains value for money for the smooth operation of the Bank through transparent, sustainable and ethical procurement.
- Records Management & Archives – The Vice President and CAO oversees the collection, retention, storage, access to and destruction of the Bank's archives with a reliance on electronic media.

The Vice President and CAO is also responsible for:

- Effective leadership, motivation and management of the staff in the Vice Presidency to deliver on annual and strategic objectives to the highest possible service standards.
- Providing advice and guidance on all matters pertaining to Human Resources and Corporate Services to the Executive Committee and relevant leadership fora.
- Developing and implementing resourcing strategies aligned to the overall Bank transition mandate.
- Maintaining, within his/her extensive international network and together with his/her direct reports, highly respected and collaborative relationships at the most senior levels in counterparty international institutions in order to remain apprised of global best practice in human resources, IT, real estate/facilities management.
- Identifying with Diversity and Inclusion as a strategic imperative and, with senior management colleagues, promoting the value of diversity and inclusion throughout the organisation.
- Assisting the SVP, CFO and COO and the President in their roles by representing the Bank in high level external business and political fora.

Section 6 – Knowledge, Skills, Experience & Qualifications

Business Expertise

- A proven, significant professional track record in management, working with or in internal client service functions, in particular Human Resources, to support organisational and business effectiveness.
- Good understanding of IT Services and Real Estate/Facilities Management.
- A good understanding of the EBRD's mandate and its implications for the contribution of the work of the Vice Presidency to the Bank's overall delivery.
- Highly developed negotiation skills.
- Strong general business acumen.

Leadership & Management

- Demonstrable partnership skills to enable positive engagement and contribution to the Executive Committee, and other senior management committees, to contribute to the cohesiveness of the Bank's senior management.
- Excellent strategic thinking skills and the ability to map business strategy into people plans and physical resource requirements.
- Strong leadership, management and communication skills combined with an ability to motivate highly skilled senior professionals to deliver business objectives effectively in a multi-cultural, results oriented organisation.
- Ability to guide staff to focus on continuous improvement and effectively inspire a collective sense of achievement.

Personal Attributes

- An individual with strong personal integrity and a commitment to highest ethical standards.
- Strong interpersonal skills and an ability to build positive relationships by promoting co-operation.
- Knowledge of a language or languages of Bank member countries, in addition to English, would be desirable.
- Commitment to serve a full three to four year term.

Section 7 – Challenges

This scope of this role is dynamic and is not limited to the responsibilities set out above.

It will evolve over time and as a result of organisation reviews.