

## Job Description

<b>Job Title:</b>	Human Resources Manager
<b>Benefits:</b>	Contributory pension scheme and healthcare cashback scheme
<b>Hours of Duty:</b>	35 hours per week over 5 days per week, core hours 9-5pm
<b>Holiday:</b>	33 days holiday per annum including Bank Holidays, plus discretionary Christmas Holiday, rising to 36 days after 5 years' service
<b>Office Location</b>	Your work will be split between the Diocesan offices in Ipswich or Norwich, including home working

To ensure the best service to the needs of the two Dioceses your base may be moved within the Dioceses.

**Responsible to:** Diocesan Secretary (Chief Executive) of Diocese of Norwich

### Key Working Relationships:

- Diocesan Secretary (Chief Executive) of both Dioceses
- Bishops and Archdeacons of both Dioceses
- Members of the two Senior Leadership Teams
- Diocesan Registrars and Diocesan Chancellors
- DBF staff for both Dioceses

### JOB SUMMARY / BACKGROUND:

The Diocese of St Edmundsbury & Ipswich and the Diocese of Norwich have entered into a relationship to share HR management across the two Dioceses. The postholder will work to support the Diocesan Secretary of both areas with the effective oversight of all matters related to the management of employees and clergy office holders. This is a varied and hands-on role supported by a part time HR administrator in each area.

The postholder is employed by Diocese of Norwich and services to the Diocese of St Edmundsbury and Ipswich are contracted using a Service Level Agreement. The intention is for the service to feel like it is shared across the two Dioceses.

This new, senior role will suit you if you are an experienced HR professional with vision, great organisational skills and a passion for making a difference.

## **MAIN PURPOSE OF THE JOB:**

The key purpose of this role relates to the delivery of a high level comprehensive, efficient and professional HR service to managers, staff and clergy throughout the Diocesan Board of Finance for St Edmundsbury and Ipswich, and Norwich. This includes HR support to the Bishops and Archdeacons in each Diocese. The HR Manager will take ownership of the day to day running of the HR function for the organisation and equip and empower managers to be confident and competent practitioners. Responsibility for creating and delivering projects and driving strategic work related to our people are also key aspects of the role.

## **MAIN DUTIES/KEY RESULTS AREAS:**

### Strategy and Planning

- Assist with the design and implementation of HR strategy and policy for both employees and Clergy, in line with Diocesan objectives and to meet the highly specific needs of the Church of England clergy terms of service
- Lead on the development of organisational wide initiatives for engagement, wellbeing, reward, retention
- Support business change management and projects as required

### Clergy relations

- To advise the senior clergy and diocesan staff on employment law and practice as it relates to licensed clergy and clergy with permission to officiate
- Provide HR advice and presence as required for the formal procedures and measures involving clergy such as discipline, grievance and capability
- Keep up to date with development in employment law and Ecclesiastical Offices (Terms of Service) Measure
- Ensure effective record keeping related to clergy HR matters such as absence and payroll

### Employee relations

- Provide guidance to senior clergy and diocesan staff on all aspects related to the appointment of employees, terms and conditions, training and development
- Take ownership of the HR function and the management of the whole employment life cycle from pre-appointment, engagement, and development through to post employment rights following necessary legal frameworks and HR best practice.
- To be responsible for updating the Employment Handbooks and introducing policy and guidance in line with HR best practice, updates in case law and legislative change
- Coach, equip and empower managers in applying good practice related to their teams and addressing concerns and complaints fairly and in line with organisational policies
- Manage complex Employee Relations issues including poor performance, disputes, TUPE, redundancy, absence and grievance

### General

- Lead on effective HR reporting and analytics to support good management and governance practice
- Act as lead for the National Church's People System (Payroll for Clergy)
- Maintain and review comprehensive paper and electronic HR records ensuring legal compliance, including for example employment law, GDPR, H&S etc;
- Collaboratively work alongside the Safeguarding team where there may be an HR aspect.

- Engage proactively with other Church of England colleagues who have a responsibility for providing professional HR advice
- Act as Authorising Contact for the UK Border Agency fulfilling their requirements and advising on Sponsorship Licence requirements
- Monitor the HR budget
- Line management responsibility for the HR staff including regular supervision and objective setting, ensuring that they are developed and valued in their role
- Deliver workshops and seminars to equip parishes in staff employment matters
- Seek to align policy and practice across the two dioceses over time
- Keep policies up to date and introduce new policies as required
- Collate, analyse and report HR data for management and governance purposes
- Any other duties as required by the Diocesan Secretary to support and assist with their wide-ranging duties.

This role is subject to a basic Disclosure and Barring Service (DBS) check.

**THIS JOB DESCRIPTION IS NOT AN EXHAUSTIVE DOCUMENT BUT IS A REFLECTION OF THE DUTIES AND RESPONSIBILITIES APPLICABLE AT THE TIME OF ISSUE. Details and emphasis are subject to amendment and revision in the light of changing needs.**

**UPDATED – MARCH 2022**

## Person Specification:

### *Knowledge and Skills*

	Desirable	Essential
Excellent interpersonal skills and the ability to deal with people at all levels		X
Ability to provide a positive and collaborative contribution to a team		X
Excellent administrative, organisational and committee skills		X
Strong IT skills, competent use of Microsoft Word, Access, Outlook, PowerPoint and Excel programmes and HR software		X
Good communication skills, both written and verbal, with experience of communicating effectively with a range of stakeholders in different ways (including board level papers and presentations)		X
Excellent programme/project management skills, with the ability to see through projects from inception to benefits realisation, and the experience of having done so	X	
Ability to provide creative solutions to problems and overcome barriers		X
Ability to successfully influence a range of stakeholders to create a sense of common purpose and advocacy		X
Good record keeping skills and the ability to work methodically		X
Attention to detail, accuracy and thoroughness in all aspects of the work		X
Understanding of relevant legal issues connected with HR, GDPR, Health and Safety		X
Ability to coach and mentor others		X
Negotiation and conflict management skills	X	
Knowledge of the Church of England, its structures and processes	X	

### *Qualifications and Experience*

	Desirable	Essential
Educated to degree level or higher education	X	
A CIPD professional qualification and relevant membership		X
Experience of working in an HR generalist role with good working knowledge of employment legislation and its application		X
Experience of the development and implementation of strategy	X	
Experience of managing others, both staff in a line management setting and consultants		X
Experience of working in a church or cathedral context	X	

### ***Personal Attributes***

	Desirable	Essential
Flexible and adaptable – able to manage the HR needs of two organisations and cultures.		X
Effective administrator and communicator		X
Able to work under pressure to meet targets and deadlines		X
Calm and professional disposition		X
Self-motivated and enthusiastic		X
Able to respond effectively to changing priorities		X
Able to manage a high volume workload		X
Able to work effectively without supervision		X
Willing to accept responsibility		X
Logical and systematic in work processes		X
Honest and trustworthy with a strong sense of ethical and professional behaviour ensuring that confidentiality and ethical standards are met		X
Committed to the aims and purpose of the Church of England and the Dioceses of Norwich and St Edmundsbury & Ipswich		X

### ***Availability***

	Desirable	Essential
The role involves travel across both Dioceses and occasional working outside of office hours. Notice will be given of these and time off in lieu is available.		X

**UPDATED – MARCH 2022**