

## **Job Description**

### **Administration Assistant HR**

#### **PURPOSE**

Providing HR administrative support for the Diocesan HR function in liaison with the external HR consultant. The first point of contact for all HR related enquiries and assisting DBF staff and Line Managers with day to HR related administration.

#### **REPORTING TO**

People Director

#### **KEY CONNECTIONS**

All DBF departments  
Recruitment Agencies  
Payroll Service  
Pension Service

#### **KEY TASKS**

#### **RESPONSIBILITIES**

- To provide a first point of contact for HR for line managers, senior clergy and DBF employees.
- Assist with recruitment processes including assisting with drafting job descriptions, agreeing and communicating timelines, tracking deadlines, advertising vacancies, receiving, and collating applications, shortlisting and interview scheduling, papers and set up. First point of contact for all applicants and potential candidates.
- Issue relevant documentation and maintain records for HR processes including issuing of offer letters, contracts of employment, and contract variations, probationary review processes, objective setting and reviews, annual reviews, and annual compliance checks.
- Maintain and manage the HR systems, databases and personnel files and volunteer documentation to ensure data is up-to-date, accurate, relevant, and stored in line with GDPR requirements.
- Maintain an accurate system for DBF staff monthly payroll and pension amendments, inputting relevant monthly changes into the payroll providers (PSC) system and issuing all relevant documentation supporting the input to the Finance Director and Management Accountant for checking and final submission.

- Coordinate the pension auto-enrolment process and notify the Pensions Board with details of new members, leavers, and any changes to members salary/personal details.
- Ensure appropriate new starter documentation, induction and leaver processes are in place and implemented, including notifying relevant parties to add/remove from systems and circulation lists.
- Carry out inductions for new starters.
- In liaison with the People Director, issue regular staff communication updates with details of staffing changes and HR policy changes.
- To assist with review and implementation of HR policies, processes and systems incorporating the office values in relation to all aspects of the HR function.
- Coordinate Training and Development processes to ensure statutory training and other development needs are appropriately managed and recorded.
- Analyse HR data and draft HR reports for the Diocesan Secretary for various committees, including Governance Committee and Bishops Staff.
- Take notes at formal meeting with employees, eg disciplinary, grievance hearings.
- Liaise with Occupational Health provider to obtain health reports.
- Be a Level 2 user for the UK Visa and Immigration system, to keep regular access to system messages and updates and to refer to the Level 1 User anything requiring action.

The HR Administrator is required to be flexible and to undertake other duties of a similar nature as from time to time as required.

## PERSON SPECIFICATION

The successful candidate will be highly organised with a methodical approach, have excellent communication skills and be able to prioritise work with minimal supervision.

<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications/Knowledge</b>	
Good general level of education	CIPD qualification
<b>Experience</b>	
Administration experience  Experience of recruitment administration processes	Experience of working within an HR team in a generalist role
<b>Skills and Abilities /Aptitudes</b>	
Excellent organisational skills and ability to flexibly manage a range of tasks whilst maintaining a high degree of accuracy, attention to detail and confidentiality.  Excellent communication skills both verbal and written.  Good IT skills including Microsoft Office (Outlook, Word, Excel etc)	
<b>Work-Related Personal Qualities</b>	
Excellent team player with an adaptable and flexible approach	
Ability to quickly form effective working relationships with an easy-going approach and a sense of humour!	
Enthusiasm and commitment to the aims and values of the charity	

## GENERAL INFORMATION

### About Us

The Diocese of St Edmundsbury & Ipswich has 445 parishes in 129 benefices and serves approximately 660,000 people living in a geographical area of more than 1,400 square miles.

The Diocesan Board of Finance (DBF) serves and supports our parishes and schools offering the people of Suffolk the opportunity to encounter God and grow in Christian faith. We strive to do this in providing service and support in line with our values of Respect, Transparency, Quality and Well-being.

Salary	The post is at Band A of the DBF Salary Scales, currently £25,000 to £27,000 per annum, dependent upon experience
Term	Permanent
Pension provision	If eligible, Membership of the Church of England Pension Builder 2014 Scheme following completion of probation period.
Hours of work	Part time 28 hours per week, worked over 5 days or 4 days Tuesday to Friday. TOIL (time off in lieu) is applicable for evening and weekend working to be agreed with line manager.
Holidays	25 days pro rata paid leave in addition to the usual public holidays plus Discretionary days at Easter and Christmas
Probation Period	Six months during which time progress is regularly reviewed and the period may be extended.
Notice period	During probation 2 weeks and thereafter 1 months.
Place of work	The postholder will be based at the Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ. These offices are currently up for sale, and we are planning a potential move away from this location to new offices within a reasonable distance (either within Ipswich or on the outskirts of Ipswich).
Other	Use of own personal transport and insurance for business use. Expenses for mileage will be met by the diocese.

NOTES: The current main duties and responsibilities of this post are outlined in the job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out other related duties that are within the employees' skills and abilities, commensurate with the post's banding and whenever reasonably instructed. The DBF is an equal opportunities employer.

**Application packs available from:** Diocese of St Edmundsbury & Ipswich Website  
<http://www.cofesuffolk.org/vacancies>

**Please note:** Applications will only be accepted on our DBF application forms. Please do not apply directly from online jobsites or send CVs.

**Applications marked 'Confidential Application' to be sent to:** HR Manager at HR@cofesuffolk.org or by post to Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ.

**Closing Date for Applications:** Monday, 1<sup>st</sup> July 2024 at 5pm

**Interview Date:** tba