**Human Resources Manager**

**Job Description**

**PURPOSE**

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. This includes HR support to the Bishops and Archdeacons. 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, working in partnership with the HR Manager of the Diocese of Norwich.

**REPORTING TO**

Finance Director

**DIRECT REPORTS**

* Human Resources Administrator

**KEY CONNECTIONS**

* 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

**KEY TASKS**

**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 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 – May 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 |
| Willingness and ability to travel within the Diocese (including to isolated locations) |  | X |

**UPDATED – May 2022**

**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 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 E Point 2 of the St Edmundsbury & Ipswich Diocesan Board of Finance Salary Scales currently £40,287 per annum, pro rata for part time hours (£24,172). |
| 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 21 hours per week. |
| 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 3 months. |
| Place of work | The postholder will be based at the Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ. May be required to travel to the Norwich Diocese office occasionally. |
| 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.

**For an informal conversation please contact:** Gary Peverley, Finance Director 01473 298500

**Application packs available from:** Diocese of St Edmundsbury & Ipswich Website [http://www.cofesuffolk.org//vacancies](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@cofesuffolk.org](mailto:HR@cofesuffolk.org) or by post to Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ.

**Closing Date for Applications:** 7th June 2022 at 5pm

**Interview Date:** 17th June 2022