

Job Description – May 2019

Job Title: Senior HR Advisor - Maternity Cover **Grade:** D

Department: Human Resources and Training

Line Manager: Head of Human Resources

Head of Department: Head of Human Resources

Introduction to working at St Paul's Cathedral

St Paul's draws together a very diverse set of activities, projections and aspirations. It is the Cathedral of the Diocese of London and the seat of its Bishop, a national church and an international spiritual focus, a space for worship and holiness, a place of debate and challenge, an icon of resilience in the face of adversity, an architectural heritage centre, a partner in the City of London, and a commercial enterprise. In addition to holding four services every day (five on Sundays), St Paul's is open for sight-seeing six days a week, and in 2018 welcomed over 850,000 paying visitors.

Our Mission Statement

St Paul's Cathedral seeks to enable people in all their diversity to encounter the transforming presence of God in Jesus Christ.

Our Vision

- St Paul's is seen primarily as a living Christian Church
- We will be a centre for welcome, worship and learning, and through our care and imagination, will inspire successive generations to engage with the richness of the Christian faith and its heritage.
- Working with the Bishop and Diocese of London and the wider Church, we will be a spiritual focus for people across London, the nation and a broader international audience.
- Our work will promote dignity and justice for everyone.

Our Values

Welcome – we all offer a warm inclusive welcome to everyone: our colleagues, volunteers and each and every visitor

Responsible – we are all responsible for each other and for part of the whole of the Cathedral’s work, not the whole of a part

Effective – we are professional and do what we say we are going to do

Nourish – we have a learning culture, not a blame culture

Purpose of the Job

This is a key role in a small, busy department responsible for our people - employees, clergy and volunteers. We strive to help the Cathedral achieve consistency with our vision and values, and support colleagues in the delivery of our strategies and mission and business plans. The Senior HR Advisor is responsible for providing a comprehensive, proactive HR advisory service to senior and line managers and staff, progressing casework to conclusion and advising on policy application. The post-holder supports the Head of HR in reviewing and up-dating policies and on projects, and is responsible for efficient, timely and accurate administration, records, reporting and process improvement, direct and through line management of the HR Administrator. The Canon Pastor is the Chapter member with oversight of this area of work.

Main Duties

1. Provide a comprehensive, proactive, pragmatic, value-adding HR advisory service to senior and line managers and staff, evolving and developing the service to meet the changing needs of the Cathedral and its people.
2. Advise on and support recruitment campaigns, designing and implementing selection processes, ensuring compliance with Safer Recruitment, security and right-to-work policies.
3. Maintain up-to-date knowledge of, and relationships with, third party recruitment providers, including social media; controlling the recruitment budget.
4. Conduct autonomously most staff management casework on the full range of HR activity, including but not limited to contract changes, absence, capability and performance, all types of leave, grievance, disciplinary, and restructuring; provide HR support at occasional formal meetings, hearings and appeals as necessary.
5. Maintain relationships with third party HR service providers as the main regular point of contact (EAP, OHS, DBS, HRIS, benefits/pension providers etc.), to ensure effective resolution of queries and casework.
6. Ensure accuracy of payroll, obtaining authorisations and being the lead contact with payroll; lead on other regular rewards and benefits activity (annual pay awards, gender pay reporting, childcare voucher administration, sign-posting on pensions etc.).
7. Lead on administration of the current defined contribution pension scheme, auto-enrolment and related employee communications, liaising with payroll and third party financial advisors as necessary.
8. Responsible for efficient, timely and accurate administration, database/records and reporting, ensuring that the HR Department’s output, including the work of the HR Administrator, is delivered to agreed standards, turnaround times and deadlines.

9. Manage, train, support and coach the HR Administrator.
10. Identify and, with appropriate liaison and approval, implement process improvements and efficiencies; keep templates and checklists up-dated as necessary.
11. Support the Head of HR on reviewing and up-dating policies, ensuring up-to-date employment law is accurately reflected; take forward autonomously delegated policy research and updating, liaising with third party advisors as necessary.
12. Support the Head of HR on strategic projects and take forward delegated projects autonomously.
13. Provide the secretariat service to the Staff Consultative Committee; assist the Head of HR with administration and actions from other formal and informal meetings and workshops.
14. Assist the collective, collaborative effort of the HR team and the Chaplaincy by effective integration with and contribution to the activities supporting employee and volunteer engagement, organisational development, learning and development and carrying out joint working on cases, projects and policies where relevant.
15. Carry out HR/Training Department logistics, administration and record-keeping where necessary.
16. Any other appropriate duties that the line manager, senior management or Chapter may occasionally request.

The job description is an operational document that does not form part of your contract of employment. It may be that from time to time you are expected to perform tasks that may not be expressly in the job description but are nonetheless necessary in the day to day performance of your duties. St Paul's Cathedral reserves the right to amend the job description as may from time to time be necessary to meet the changing needs of the organisation.

Person Specification

We are looking for someone with:

- substantial generalist experience and a proven track record of success at the HR Advisor level;
- up-to-date knowledge, and demonstrable experience, of UK employment law;
- considerable relevant case management experience and successful advisory work with all levels of stakeholder on HR policies and procedures;
- excellent relationship-building skills and the confidence in influencing and coaching leaders, and able to push back when needed;
- proven policy development experience;
- exceptional organisation skills and attention to detail with the ability to multi-task to ensure administration is managed and delivered to a high standard; and
- strong experience of the use of HR Information Systems to run processes and monitor progress; ideally able to demonstrate process improvement through implementing or developing HRIS use in an organisation of a similar scale and complexity.

You will also have:

- the ability to deal with ambiguity;

- good judgement and the ability to recognise when to escalate;
- good skills in MS applications, especially Excel;
- a good standard of written English, clear spoken English and a good telephone manner;
- good inter-personal skills, a welcoming approach and the confidence to deal with people from all walks of life; and
- total discretion – good judgement and the ability to keep sensitive information absolutely confidential.

You will:

- be at least part CIPD qualified, have the motivation and ability to become fully qualified, keep up-to-date with HR policies & practices, and committed to pursuing an HR career;
- naturally take responsibility, be pro-active and have the ability to work autonomously;
- enjoy developing and implementing improved ways of organising work and solving problems;
- be robust, with a calm and friendly disposition and able to thrive in a busy role;
- have positive attitude, be flexible and able to adapt to changing circumstances and work with limited resources; and
- be a good team worker with a collaborate style who enjoys being part of a team effort.

The successful candidate will be in sympathy with, and in their work support, the Christian aims and mission of St Paul's Cathedral.

Applicants must have the right to work in the UK.

Main Terms of Employment

Salary: c. £37,400 per annum.

Hours of Work: Full-time; 35 hours per week, Mondays to Fridays with one hour unpaid lunchbreak. Some flexibility is required to accommodate occasional workload peaks or to support events such as staff meetings or events which may start early or finish late.

Duration of appointment: This is a fixed term appointment for the purpose of maternity cover from the beginning of July 2019 until August 2020. Should the current post holder elect to return early the appointment will terminate early; however at least one month's notice will be given.

References: Appointment is subject to satisfactory references

Probationary period: 3 months

Life Assurance: A Life Cover scheme is in operation.

Pension: The Cathedral has a Group Personal Pension Scheme, with employer and employee contributions. All employees will be assessed for auto-enrolment and if eligible, are automatically enrolled into the Defined Contribution Group Personal Pension scheme. The standard contribution starts at 6% from the employer with a compulsory 2% from the employee. Increased optional employee contributions are matched by the employer up to a joint total maximum pension contribution of 11%

Holiday: 25 days per annum plus eight statutory holidays.

In order to apply, please visit www.cofepathways.org

The closing date for applications is Tuesday 21st May 2019.

Interviews will take place on Tuesday 4th June 2019.