

# Job Description

<b>EMPLOYER:</b>	The London Diocesan Fund
<b>JOB TITLE:</b>	Human Resources Manager
<b>RESPONSIBLE TO:</b>	Director of HR and Safeguarding
<b>RESPONSIBLE FOR:</b>	Human Resources Advisor (currently 0.8fte) Human Resources Administrator (currently 0.6fte)

Note: This job description does not form part of the employee's contract of employment but is provided for guidance. The precise duties and responsibilities of any job may be expected to change over time. Job holders should be consulted over any proposed changes to this job description before implementation.

## Overview

The Human Resources Department proactively coordinates and provides a comprehensive human resources (HR) service to the London Diocesan Fund and wider Diocese in respect of its lay employees and employed chaplains, ecclesiastical office holders (for whom it pays the stipends) as well as providing HR advice to Bishops and Archdeacons in respect of our clergy and as required to our parishes.

## Job summary

The purpose of the role is to manage the day to day operations of the HR team with a view to maintaining a comprehensive HR service to the London Diocesan Fund and wider Diocese that:

- delivers transactional HR operations for the London Diocesan Fund efficiently whilst proactively partnering leaders and managers to develop and implement effective HR solutions focussed on organisational need;
- provides HR advice to parishes for lay employees and volunteers as required; and
- supports the Director of HR and Safeguarding with the delivery of strategic objectives.

The role holder will also have oversight of clergy terms and conditions of service, including the issuing of Statements of Particulars and will provide advice to Bishops and Archdeacons regarding conduct, capability and performance issues for clergy.

# Main Responsibilities

## **Operational plan and reporting**

- Under the direction of the HR & Safeguarding Director, co-ordinate the development of the annual HR operational plan, ensuring that it is achievable, and that responsibility is shared.
- Work with the team to ensure robust systems to track workforce metrics, HR activity, case management, and ensure effective delivery of learning and development solutions, enabling reporting against key performance indicators and progress towards our goals.
- Co-ordinate reporting on progress to the HR & Safeguarding Director and Senior Management Group as appropriate.

## **Enabling a high-performance culture for the London Diocesan Fund**

Manage day to day operations of pro-active HR service across all aspects of the employee life cycle, ensuring:

- Effective and timely recruitment of suitably skilled and qualified staff who have successfully completed required pre-employment checks;
- All new staff are welcomed to the diocese and have an effective induction into their role;
- Continued organisation of staff engagement/communication initiatives eg Staff Briefings and Staff Forum etc
- The annual PDR cycle is maintained and developed, and managers and staff appropriately supported to review and plan for performance and appropriate development;
- Managers are partnered to find effective solutions to staffing issues and given confidence, where necessary to manage issues into our formal processes;
- Effective communication of HR policy and best practice to managers and staff eg through the LDF intranet etc.

## **Parish support services**

- Ensure appropriate advice to parishes regarding their employer obligations and HR good practice through the HR section of the diocesan website and other appropriate media.
- Monitor calls and quality assure advice to parishes on the Parish Helpline ensuring that advice is legally compliant, based on good practice and appropriate to need.
- Oversee other services to parishes eg HR health checks, ensuring that this is in line with existing resources.

## **Clergy terms and conditions of service**

- Advising senior staff on employment law as it applies to clergy as well as interpreting EO(ToS)M and how the two interact.
- Keeping up-to-date with developments in EO(ToS)M, including attending central and regional training events and networking with other diocesan HR advisers.
- Advising senior staff on appointments, reviews, disciplinary and grievances and occupational health issues.
- Administering and issuing Statement of Particulars and related documentation to those under Common Tenure.

## **General**

- Maintaining own continuing professional development, ensuring that the job holder is up-to-date with developments in employment law, including attending central and regional training events and networking with other diocesan HR advisers.
- Leading and/supporting ad-hoc projects (eg policy development, engagement, reward, wellbeing and diversity) as identified, in liaison/partnership with the Director of HR and Safeguarding.

- Ensuring good management of all processes, procedures and systems including monthly payroll processes, management of headcount and management and maintenance of staff records on the HR database, in accordance with General Data Protection legislation.
- Ensuring that appropriate and timely action is taken in respect of key dates (e.g. contract end dates, probationary periods, exit interviews etc.)
- Develop stakeholder feedback mechanisms to ensure we listen and use feedback to improve policy, advice and support.
- Maintain an overview of all atypical workers eg Apprentices, Interns, Contractors, ensuring that contractual arrangements are appropriately managed.
- Supporting the Director of HR and Safeguarding with the annual review of salaries and stipends and the preparation of papers for the Remuneration Committee.
- Supporting the Director of HR and Safeguarding with the management of outsourced HR services eg occupational health, HRIS and pension providers.
- Supporting the Director of HR and Safeguarding with the implementation of the Health and Safety Action Plan and in particular, ensuring that all learning/training related actions are implemented.

#### **HR team management**

- Conduct effective annual performance reviews for team members and hold regular supervision meetings to review progress against agreed targets and objectives.
- Develop staff performance and set appropriate target levels of service. Create a positive learning and working environment through delegation, mentoring and coaching of staff and through the identification of learning and development needs.

The post holder may be required to undertake any other duties commensurate with the role.

## **Person Specification**

#### **Essential Education & Qualifications:**

- Degree level or equivalent
- Level 7 Diploma in Human Resource Management or Chartered Member of the CIPD

#### **Knowledge/Experience:**

- Generalist HR experience of least 3-5 years, in a complex organisation with varying terms and conditions of service by employee or role/officer holder group
- Experience of coaching and partnering managers to find good practice solutions to people management and development issues
- Experience of managing HR projects to achieve key deliverables to time and budget
- Up to date knowledge of employment law and good practice/trends in people management

#### **Skills/Aptitudes:**

- Exceptional verbal and written communications skills (presentations and policy and report writing)
- Excellent people management skills, with ability to role model and coach others
- Good organisational/project management skills
- Good IT skills (word, excel etc)
- Sound discernment, judgement and decision making in complex situations

#### **Personal Attributes:**

- Confidence to work with people throughout the diocese, including senior staff, external safeguarding experts and other stakeholders.
- A proven ability to develop and sustain relationships at all levels within the diocese.

- A proven ability to maintain the highest standards of discretion and confidentiality
- In sympathy with the aims of the Church of England.
- An understanding of Church of England structures and ideally experience of working with church or other faith groups.

## General Conditions

### Diversity

We aim to create an organization that:

- employs individuals from a range of backgrounds, with diverse cultures and talents.
- values difference in others and respects the dignity and worth of each individual.
- reflects the diversity of the nation that the Church of England exists to serve.
- fosters an inclusive culture of creativity, compassion and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, customers and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

Equal treatment amongst differing people from diverse backgrounds is one of the central precepts of the Church of England's mission and theology. The Church of England values the richness which this equal treatment brings to the workplace. The Diocese of London is therefore concerned to avoid discriminating against any person.

### Standards of Behaviour and Conduct

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

### Health and Safety Responsibilities

All LDF staff are required to ensure that they understand and accept the legal duties placed on them by the Health and Safety at Work Act, not endanger themselves or others by any act or omission on their part and by the Management of Health and Safety at Work Regulations, to co-operate with colleagues and management in the control of health and safety at work. Therefore, staff are required to:

- read, understand and abide by the LDF Health and Safety Policy;
- make themselves familiar with accident and emergency procedures for their site;
- inform their manager immediately of any health or safety deficiencies or dangerous situations or near misses;
- set a good personal example in respect of health and safety.

### Confidentiality

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their Head of Department.