

## **JOB DESCRIPTION**

<b>JOB TITLE</b>	Human Resources Manager
<b>SALARY</b>	£40,000 pro rata
<b>ACCOUNTABLE TO</b>	Assistant Diocesan Secretary
<b>ACCOUNTABLE FOR</b>	Clergy Appointment and Designated Officer
<b>KEY RELATIONSHIPS</b>	LDTBF: Diocesan Secretary, Senior Staff, in particular, the Archdeacons and the Bishops' Office. The Clergy Appointments Officer, Clergy Wellbeing and CMD Officer and Diocesan Safeguarding Officer.
<b>MAIN LOCATION:</b>	Edward King House, Minster Yard, Lincoln
<b>HOURS OF WORK</b>	17.5 hours – Monday to Friday 08.30 to 17.00 – hours to be agreed. Hybrid working may be available.
<b>JOB SUMMARY</b>	To ensure the development, implementation and improvement of high quality, appropriate HR processes, policies and strategies both for employees of the DBF and Office Holders in the Diocese of Lincoln.
<b>KEY DUTIES</b>	<ul style="list-style-type: none"> <li>• Develop, implement, monitor and improve all HR related policies with their standards, systems, processes and templates, embedding them through a realistic programme of training, support and audit.</li> <li>• Offer strategic HR advice to the Bishop and his/her staff and the leadership team of the LDTBF.</li> <li>• Line manage the Clergy HR, Appointments and Designated Officer.</li> <li>• Offer HR advice on role design and structure, engagement, wellbeing, reward and retention.</li> <li>• Provide HR advice to all staff in relation to all policies such as performance management and development, discipline, grievance and appeal processes in line with the Diocesan policies.</li> <li>• Oversee and develop: <ul style="list-style-type: none"> <li>○ up to date accurate personnel database and records</li> <li>○ effective recruitment and induction processes, including contracts, offer letters, and statements of particulars for clergy</li> <li>○ learning and development provision and programmes for staff, particularly those in managerial roles</li> <li>○ effective reporting tools to manage holidays, TOIL, absence, sickness, turnover, training, etc., producing useful analytics for managers</li> <li>○ up to date, appropriate staff handbooks</li> <li>○ effective liaison with payroll.</li> </ul> </li> <li>• Ensure compliance with UK Visa and Immigration rules.</li> <li>• Be accessible to employees who have work or personal issues of concern and help develop return to work plans, ill health assessments, occupational health assessments for employees and support for dispute resolution. Oversee and support the Clergy Appointments Officer who provides the same service to clergy.</li> <li>• Collaborate effectively with Safeguarding in appropriate situations.</li> <li>• Manage complex employee relations issues including poor performance, disputes, TUPE, redundancy, absence and grievance.</li> </ul>

	<ul style="list-style-type: none"> <li>• Offer support to clergy, church officers and local churches and chaplaincies regarding HR.</li> <li>• Have a thorough understanding of Ecclesiastical Offices (Terms of Service) Measure 2009 and other relevant legislation updating appropriate colleagues as needed.</li> <li>• Produce offer letters, contracts, role descriptions for employees and oversee statements of particulars for clergy.</li> </ul>
<b>GENERAL DUTIES</b>	<p>The post holder will comply with all standards, policies and procedures set by the Diocese and Cathedral including, but not limited to, those governing safeguarding, health and safety, GDPR, confidentiality and equal opportunities.</p> <p>The post holder is required to:</p> <ul style="list-style-type: none"> <li>• Support the ethos, aims and objectives of Christianity, the Church of England and the diocese.</li> <li>• Keep up to date with developments in their area of work.</li> <li>• Participate in performance management and appraisal.</li> <li>• Engage in training and continuous professional development activities.</li> </ul>
<b>CONTINUED PROFESSIONAL DEVELOPMENT</b>	<p>The Diocese has an appraisal processes which encourages appropriate training and development of skills and experience, in addition to any training or development judged essential to undertaking the duties of this post.</p>

The post holder may be required to work outside normal office hours including occasional weekend working, subject to time off in lieu.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the level and scope of the post. This job description may be subject to amendment, to meet the changing needs of the diocese, following appropriate consultation.

Review Date\_\_\_\_\_

Head of Department\_\_\_\_\_

Signature\_\_\_\_\_

Next Review Date\_\_\_\_\_

## Person Specification:

### Knowledge and Skills

	Essential	Desirable
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	
Good record keeping skills and the ability to work methodically	X	
Attention to detail, accuracy and thoroughness in all aspects of the work	X	
Ability to successfully influence a range of stakeholders to create a sense of common purpose and advocacy	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

	Essential	Desirable
Educated to degree level or higher education		X
A level 5 CIPD professional qualification and relevant membership	X	
A level 7 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 context		X