

DURHAM DIOCESAN BOARD OF FINANCE (DDBF)

JOB DESCRIPTION

JOB TITLE: HR Advisor

GRADE: Grade 4 - £26,480pa

ACCOUNTABLE TO: Head of HR

HOURS & TERM: 35 hours/week worked flexibly, permanent contract.

LOCATION: The Diocesan Office - Cuthbert House, Stonebridge, Durham, DH1 3RY

The organization is currently adopting a hybrid working approach which may allow flexibility around some home working

JOB SUMMARY: The Diocese of Durham provides ministry and support to parishes and chaplaincies across the diocese to support our mission of “Blessing our communities in Jesus” name for the transformation of us all”.

The Human Resources Advisor will support the HR department to ensure a proactive, comprehensive and high-quality HR service is provided across the DDBF.

Supporting the Head of HR in the provision of professional, timely and consistent operational human resources advice across the DDBF.

This role will require you to work across all areas of HR, specifically being the first point of contact for the HR function. Provide HR guidance and operational advice across the DDBF on a range of matters including terms & conditions, absence, discipline, grievance, harassment and bullying and organisational change, ensuring consistent application of employment law and reaching business focused solutions.

As part of this role, you will ensure compliance for all administration together with HR data reporting, ensuring that the HR information system is accurate and kept up to date.

You will ensure that the end-to-end lifecycle of the employee is managed effectively as well as supporting the processing of the payroll.

KEY RELATIONSHIPS: Head of HR
Diocesan Secretary
Bishops Leadership Team
Finance Group (who have responsibility for the oversight of staff HR)

DBF line managers and staff
Finance team and Bishops Office
Diocesan Safeguarding Advisor
Diocesan Registrar
Equality, Diversity and Inclusion Enabler
Parish Clergy

Main Duties & Responsibilities

HR Generalist Activities

- Providing front line support to managers and employees as part of a HR team.
- Help to develop and maintain efficient administrative systems and processes which support the delivery of HR across the DDBF.
- Organise, compile and update company HR records and documentation.
- Provide customer focussed support to employees enquiring about HR policies, payroll and employee benefits by providing first line policy advice to coach managers to resolve employee administrative queries.
- Support the ongoing development and maintenance of all standard operating procedures (SOP's) so that they are fully documented and up to date.
- Provide advice, guidance and support to managers on contractual queries and basic ER processes such as flexible working requests, maternity, paternity and adoption cases, in line with DDBF policies, procedures and current employment legislation.
- Work with payroll to ensure that new starters, current employees, and leavers are processed efficiently.
- Conduct exit interviews with any leavers to gather data and report back to relevant managers.
- Support Head of HR in collation of headcount, turnover, absence, and EDI (Ethnicity / Diversity & Inclusion) data for monthly reporting.

Recruitment / Onboarding

- Timely processing of all administration associated with the full DDBF recruitment lifecycle and the colleague journey for designated areas (i.e. raising a requisition, advertising, short-listing, interviews and pre-employment checks, setting up new starters and amendments to T&C's).
- Ensure all recruitment is inline with DDBF Safer recruitment processes.
- Provide advice, guidance, and support to recruiting managers on all recruitment processes including alternatives such as agency workers, casual colleagues, internal transfers, and promotions, in line with DDBF policies, procedures and current employment legislation.
- Support/Carry out relevant identity checks, progress DBS applications through the 3rd party supplier database and maintain the HR records.
- Processing pre-employment medical questionnaires and escalating any returns that may require further information/consideration to the Head of HR.
- Undertaking responsibility for checking, sending, and tracking of all references/requests.
- Support, organise and deliver the induction process.
- Monitor, schedule and ensure that the probationary process is carried out to conclusion.

Employee Relations

- Provide advice and support on all aspects of employee relations and operation of HR policies and procedures.
- Guide managers through any absence, disciplinary, grievance or capability management process providing appropriate advice and support.

- Ensure all administration / paperwork regarding any employee relation cases is up to date and issued in accordance with DDBF policy and procedure, taking into account employment law and ACAS code of practice.
- Undertake the role of note taker at any formal meetings.
- Escalate where appropriate highly complex employee relations cases to the Head of HR

Parish & PCC Support

- Actively develop and create working relationships with diocese parishes and PCCs
- Provide advice, support and guidance to local church governing bodies, clergy and related organisations regarding HR policies, operating procedures and in managing employee relations.
- Develop resources suitable for use in parishes and promote their use and understanding through training sessions and communications.

Other

- This is not an exhaustive list; this role will develop as the business grows.

COMMON DUTIES AND RESPONSIBILITIES:

Health and Safety

Under the Health and Safety at Work Act 1974, whilst at work you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the DDBF on health and safety and not interfere with or misuse anything provided for your health, safety and welfare.

Confidentiality

You must not pass on to unauthorized persons, any information obtained in the course of your duties without the permission of your line manager.

Safeguarding

If at any time the post-holder sees or hears anything that could suggest a safeguarding risk or has any other reason to be concerned, it should be reported immediately to the Diocesan Safeguarding Adviser (DSA).

Equality, Diversity & Inclusivity

The DDBF is committed to promoting a diverse, non-discriminatory and inclusive community that gives everyone an equal chance to learn, work and live free from discrimination, bias and prejudice. To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

If at any time the post-holder sees or hears anything that could suggest a breach to our commitment and policy to equality, diversity and inclusivity or has any other reason to be concerned, it should be reported immediately to your line manager.

The post will involve attendance at site meetings within the diocese and attendance at national meetings and training events which may include occasional overnight stays.

PERSON SPECIFICATION

This section outlines the requirements and qualities the post-holder needs in order to fulfil the post. These are divided into 'essential' and 'desirable' criteria. 'Essential' criteria are those that the post-holder absolutely must have in order to do the job, that is the job cannot be done without those qualities. 'Desirable' criteria are those qualities that would be either useful, an advantage or preferable to have in order to do the job or those which can be trained to do, that is the job can be done without those qualities.

The table below also identifies how the criteria will be assessed. Please ensure that you demonstrate, as a minimum, the 'A' criteria on your application form.

A **Application Form**
I **Interview**
A & I **Application Form & Interview**

Ref:	Criteria	Essential / Desirable	A / I
1	Training & Qualifications		
1.1	CIPD Associate membership or working towards it	Desirable	A & I
2	Experience		
2.1	Minimum of 3 years' experience of working in a generalist HR role, including disciplinary / grievance and absence management case management.	Essential	A & I
2.2	Experienced in dealing with people at all levels	Essential	A & I
2.3	Experience of working in a complex organisation.	Desirable	A & I
3	Knowledge		
3.1	Up to date working knowledge of employment legislation.	Essential	A & I
3.2	Sound understanding of HR policy and procedure.	Essential	A & I
3.3	GDPR and Data Protection legislation.	Essential	A & I
3.4	Knowledge of the Church of England at Parish, Deanery and Diocesan levels	Desirable	A & I
4	Skills		
4.1	Effective interpersonal, and influencing skills	Essential	A & I
4.2	Clear and effective communication skills, verbal and written, including report writing	Essential	A & I
4.3	Ability to interpret and implement HR policy and terms and conditions of employment	Essential	A & I
4.4	Strong IT skills with the ability to maintain spreadsheets and effectively utilise HR information systems	Essential	A & I
4.5	Able to work under pressure and to meet deadlines	Essential	A & I

4.6	Work effectively independently and as a team member	Essential	A & I
4.7	Effective problem-solving skills	Essential	A & I
4.8	Willingness to learn new skills	Essential	A & I
5	Personal Attributes		
5.1	Ability to maintain a high degree of confidentiality.	Essential	A & I
5.2	Sympathetic to the ethos and objectives of the Church of England and the Diocese of Durham.	Essential	A & I
5.3	Able and willing to travel within the diocese.	Essential	A & I