

**HR Manager**  
**DBF - SOUTHWELL**

JOB PROFILE	
Title:	HR MANAGER
Reports to:	Director of Finance
Location:	Jubilee House
Basis of employment:	35 Hrs
DBS check required? (Yes/No)	Yes
GOR? (Yes/No)	Yes - There is a genuine occupational requirement for the post holder to be a committed Christian in the Anglican tradition or another member denomination of Churches Together in England.
Date written/updated	20 December 2024

PURPOSE OF ROLE
<p>The Diocese has a vision of Living Hope for the city, towns and villages of Nottinghamshire and beyond and is committed to its mission of Growing Disciples of Christ with Compassion, Confidence and Courage.</p> <p>Leading the HR function, this role will contribute towards this vision by serving as a trusted partner to the Jubilee House Leadership Team (JHLT) and Bishop’s Core Team regarding employee relations, talent management, stakeholder engagement, culture, performance management, learning and development, providing strategic direction and expertise to parishes across the Diocese and help us to deliver leading practice.</p> <p>Supported by the HR Officer, they will proactively develop and lead a comprehensive human resources (HR) service to the Southwell &amp; Nottingham Diocesan Board of Finance (DBF) and the Diocese in respect of its ecclesiastical office holders. To provide up to date advice to the Bishop’s Core Team in support of our clergy and JHLT in respect of our employees and to support, equip and enable our parishes to ensure legal and regulatory compliance and leading practice.</p>

WORKING RELATIONSHIPS/PARTNERSHIPS (BOTH INTERNAL & EXTERNAL)
<p>Bishop of Southwell &amp; Nottingham, Archdeacons and other senior staff            Diocesan Chief Executive            HR Officer (also Exec PA to CE/Archdeacons)            Diocesan Registrar            Departmental Directors            Diocesan Safeguarding Adviser            Ecclesiastical office holders and DBF employees            Parish officers            Third party suppliers e.g. Legal and Wellbeing/Counselling Service providers</p>

## MANAGEMENT RESPONSIBILITY (FOR OTHERS)

The role of HR Manager is supported by the HR Officer who is also the Executive PA to the Chief Executive and Archdeacons.

There is a shared management responsibility for the HR Officer between the Chief Executive and the HR Manager.

## MAIN RESPONSIBILITIES

- Partnering with your line manager with the delivery of strategic objectives, workforce planning, transactional HR operations and the development of policies and procedures (45%)
- Be the point of contact for the JHLT and Bishop's Core Team senior team on employment law and practice matters, in relation to employees, licensed clergy and clergy with permission to officiate, that may have implications for the Diocese. Ensuring both Teams kept up to date with changes in law and legislation, where appropriate (30%)
- In conjunction with the Diocesan Registrar, advise, as a business partner, the Bishop on clergy and line managers of diocesan staff on HR procedures and policies upon formal absence, grievance, disciplinary matters, capability procedures and occupational health issues (15%)
- Advise, equip and enable parishes in all routine matters relating to employment law whilst supporting them with complex cases (10%)

## PRINCIPLE TASKS

- Provide comprehensive HR support for the DBF and oversight of the management of the recruitment and selection of staff. This will include the provision of advice on procedures, interviewer training, and preparation of advertisements, job descriptions, person specifications, interview questions / exercises and contracts.
- Support and advise the DBF in key areas of staff management, training and development, pay and reward policies, appraisal procedures, performance management, absence, disciplinary and grievance procedures, arbitration, restructuring and occupational health and safety.
- Provide on-going advice to the Diocese on leading practice approaches, developments in employment law, employee relations and current thinking on HR strategies and support the development of HR-related policies.
- Implement leading practice in safer recruitment advice, guidance, training,
- Be the named Data Protection Officer (DPO) for the Diocese and carry out all related duties including incident and data records management, ensuring compliance with the Data Protection Act 2018 and any other related data requirements, including training of employees. Ensuring that all records are kept accurately, securely and in line with GDPR regulations.

### **Clergy terms and condition of service**

- Advise the Bishop's Core Team on employment law as it applies to clergy as well as interpreting the Ecclesiastical Offices (Terms of Service) Measure 2009 ("the Measure") and how the two interact
- Keep up to date with developments in the Measure, including attending central and regional training events
- Oversee the administration and issuing of Statements of Particulars and related documentation to those under Common Tenure
- Advise the Bishop's Core Team on appointments, reviews, disciplinary & grievance and occupational health issues.

### **Supporting parishes**

- Provide advice, information and support to parishes to equip and enable them in relation to the appointment and retention and appropriately support HR caseload
- Develop templates and suggested documents as necessary in relation to policies, contracts and job descriptions.

### **Other**

- Undertake any other duties as requested by your line manager
- Work collaboratively with the National HR Team and attend national events and activities, also develop appropriate networks with other HR professionals in the region.

## **RELEVANT QUALIFICATIONS & EXPERIENCE REQUIRED**

### **Qualifications and Training**

- CIPD qualified (level 7) and relevant professional experience
- Excellent IT skills (Microsoft Office and database management)

### **Essential Experience**

- Broad based generalist HR background in previous roles, including complex environments, at both a strategic and an operational level
- A solid understanding of employment law and ability to interpret/apply it practically
- Previous work demonstrating credibility with senior leaders
- Excellent understanding of the negotiations & other skills required by senior leaders in handling HR responsibilities, demonstrated by reference to previous experience in advising on/dealing directly with employment issues
- Organisational development, cultural change management experience
- Undertake research and analysis of detailed information
- A strong understanding/empathy with the aims, ethos and beliefs of the Christian faith and its expression by the Church of England.

### **Personal Qualities**

- Able to relate well at all levels, an excellent communicator of difficult issues in a form that is accessible to all, both in writing and orally
- The ability to communicate accurately with a range of different people, both internally and externally
- A demonstrable team player with a collaborative and open working style.
- An effective influencer who can manage multiple stakeholders

- Entrepreneurial and an agent for change
- Flexible in working relationships, comfortable with some ambiguity and able to see projects and tasks to completion
- Able to work across boundaries
- Problem solving and innovative approach
- Able to act with agility and pace when prioritising, planning, implementing and evaluating work
- Committed to delivering a high quality professional service at all times
- Reflective and committed to on-going personal learning and development

**Desirable**

- Knowledge of and preferably experience of church organisations (e.g. PCCs)

**TERMS OF EMPLOYMENT**

Work pattern	Standard working hours are 35 hours per week.
Salary	The salary range for this role is £47,495 - £50,436 depending on experience. Plus, 10% pension.
Holiday	25 days + 5 concessionary days (at days predetermined) + 8 bank holidays
Probation	6 months

*The Diocesan Board of Finance intends to review job descriptions annually as part of the staff review process, to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the line manager in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.*

*December 2024*