# ***Leeds logo large***

**Leeds Diocesan Board of Finance**

# **Job Profile**

# **Job Title:** People Advisor (0.6 FTE)

# **Accountable to:** Director of People and Engagement

**Key Relationships:**

* People Advisor
* People and Engagement Administrator
* Reception and Administration Team
* Finance Department
* Diocesan Officers
* Bishops
* Archdeacons
* Parishes
* Regional and national colleagues

**Background**

The Diocese of Leeds came into existence at Easter 2014 following the dissolution of the former dioceses of [Bradford](https://en.wikipedia.org/wiki/Diocese_of_Bradford), [Ripon & Leeds](https://en.wikipedia.org/wiki/Diocese_of_Ripon_and_Leeds), and [Wakefield](https://en.wikipedia.org/wiki/Diocese_of_Wakefield). It covers the whole of West Yorkshire, the western part of North Yorkshire, and small parts of South Yorkshire, Lancashire, and County Durham. The diocese has around 600 church buildings.

The Diocese has undergone a significant period of change since its formation in 2014. As part of its aim to ensure long-term sustainability and financial stability, the diocese has applied for and received investment funding for Barnabas: Encouraging Confidence. This is the vehicle for the diocese to support churches to move forward in mission, ministry and sustainability. Barnabas offers every church the opportunity to access resources and support at different levels according to their existing strengths and needs.

**Our Values**

The Diocesan values, Loving, Living, Learning, are vital to the way we encourage equality, diversity and inclusion in our workplace. We aim to:

* **Love** God, the world and one another.
* **Live** in the world as it is, but, drawn by a vision of something better, we want to help individuals and communities flourish,
* **Learn** when we get things wrong, by listening and growing together.

The Diocese of Leeds is proud to be a Living Wage Employer.

**Job Description**

**Overall Purpose**

* Support a model of best practice and professionalism in meeting the HR needs of the Diocese and coach line managers in the delivery of successful people management within their team.
* Support with the provision of appropriate HR policies and procedures in accordance with statutory requirements and best practice and respond to a range of employment matters.
* With the HR team, work towards the implementation and delivery of the annual service plan.
* Lead on, develop and deliver a variety of HR-related projects.

**General**

* Provide advice, guidance and support to Church House staff, clergy and parish representatives on a range of HR-related matters, escalating complex, high risk or sensitive cases where appropriate.
* Lead on, develop and deliver a variety of HR-related projects.
* Coach and support line managers to provide development interventions to build a positive employee relations environment.
* Develop and review employee and clergy policies and procedures when required, updating them in line with changes in legislation and best practice.
* Monitor and update employee and clergy handbooks.
* Lead on and support the consultation process where changes in terms and conditions, redundancy and TUPE arise.
* Develop and deliver good quality training sessions and documentation for employees, office holders and parishes.
* Create and manage the content of the HR page on the employee intranet and Diocesan website, amending and updating it where appropriate.
* Ensure accurate personnel records are kept in accordance with Data Protection legislation, ensuring regular GDPR audits are undertaken.
* Have a working knowledge of the Ecclesiastical Offices (Terms of Service) Measure 2009 and keep up-to-date with any changes in legislation. Support the Director to implement changes in relation to the Measure.
* Keep up-to-date with employment legislation and best practice across the area of HR and support the Director to implement changes where necessary.
* Liaise with other diocesan officers, national and regional HR teams and other professional agencies as appropriate.

**Employee Lifecycle**

* Support the recruitment and onboarding process, liaising with line managers to draft job descriptions and person specifications and ensuring HR support is present throughout the process, ensuring Church of England Safer Recruitment practices are upheld.
* Support with the preparation of all HR documentation, including but not limited to contractual documentation for all employees such as offer letters, contracts of employment and amendments to contract letters.
* Deliver new starter inductions for all appointments.
* Support the process for leavers, ensuring exit interviews are undertaken, feedback is reviewed and learning/associated actions are communicated to the Director.

**Wellbeing**

* Support the development of employee wellbeing initiatives e.g. Menopause and MHFA.
* Support employees, line managers, clergy and parish representatives with a range of wellbeing and absence-related issues.
* Work with employees, clergy, line managers and archdeacons to liaise with Occupational Health providers with the aim of supporting cases and ensuring the correct process is followed.
* Work with the Health and Safety Officer to support colleagues in obtaining a range of workplace adjustments where appropriate to meet their requirements, ensuring they are supported throughout the duration of their employment.

**Equality, Diversity and Inclusion**

* Promote equality, diversity and inclusion in employment practices and leadership relationships.
* Ensure that the Diocese proactively supports the principles and practice of equality of opportunity as detailed in its strategies and policies, and in accordance with its legal obligations and theological values.

This job description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties and responsibilities appropriate and commensurate to the post.

**Person Specification**

**People Advisor**

(E – Essential criteria, D = Desirable criteria)

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|  | **Sections** |  | **E/D** |
| **1** | **Skills,**  **knowledge and**  **aptitudes** | The People Advisor should be able to provide evidence of the following:   * A thorough knowledge and understanding of employment legislation. * An understanding of the Ecclesiastical Offices Measure. * An ability to provide accurate and timely advice and guidance. * An ability to solve a range of problems by responding to varying, sometimes complex circumstances. * A willingness to contribute to team efficiency through sharing information and constructively supporting others. * An ability to recognise when issues need to be passed on to a senior colleague. * An ability to demonstrate adaptability and flexibility in juggling a range of tasks. * An ability to use initiative and work in a proactive manner. * Excellent communication skills – both written and verbal. | E  D  E  E  E  E  E  E  E |
| **2** | **Qualifications, Training and Experience** | The People Advisor should:   * Be educated to A Level standard or equivalent. * Hold the Level 5 CIPD qualification. * Be fully computer literate and able to use a HR and recruitment system. | E  D  E |
| **3** | **Personal Attributes** | The People Advisor should:   * Be a person of integrity. * Have an understanding of confidentiality issues and the use of discretion. * Have an openness to learning and change. * Have good interpersonal skills. * Have a high level of accuracy. * Be self-motivated but have the ability to work as part of a team. * Be sensitive to the different cultures, traditions and activities within the parishes of the Diocese. | E  E  E  E  E  E  E |
| **4** | **Disposition and**  **Attitude** | The People Advisor should have:   * Empathy with the faith and mission of the Church of England. * The aspiration to reflect the Diocesan values in both personal and professional conduct and communication with colleagues, diocesan stakeholders and other contacts. | E  E |
| **5** | **Special Requirements** | The People Advisor should:   * Have the ability to travel throughout the Diocese. | E |