

DIOCESAN BOARD OF FINANCE

Job Description and Person Specification

JOB TITLE:	HR Adviser
TEAM:	HR Team
DURATION	Permanent (1.0 FTE) 35 Hours
LINE MANAGER:	HR, Learning & Development Manager
RESPONSIBLE FOR:	Not Applicable

JOB PURPOSE *(concise and broad statements in one or two paragraphs stating why the job exist)*

1. Provide specialist, technical and advisory support across all HR employee life cycle and employee policies and processes; contribute to the resourcing of stakeholders and ensure best in class HR experiences by employees at every touch point.
2. Deputise for and support the HR, Learning & Development Manager in the execution of assigned duties for the role.

DUTIES AND RESPONSIBILITIES *(main accountabilities as headers; followed by 2 – 3 responsibilities)*

Support HR Strategy Development, Policy Development & Project Implementation

1. Support the development and the implementation of the People Plan and HR Objectives ensuring alignment with the vision of the diocese and the strategic priorities of the DBF.
2. Collaborate with different stakeholders across the diocese to execute assigned people related projects and interventions aimed at improving and enhancing employee and stakeholder engagement.
3. Facilitate engagement and focus group sessions with stakeholders across the diocese in line with HR objectives; conduct research and benchmarking across other dioceses and HR networks; on different HR subject-matter and use this as a guide to recommend HR interventions, projects, and programs.
4. Contribute to the periodic review and update of HR policies and practices in line with changes in relevant regulations and employment law, thereby supporting the DBF's offering of family friendly policies; and circulate updated policies through the Employee Hub.

Champion the execution of the DBF's Recruitment, Selection, Onboarding & Induction Process

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1. Support Line Managers through the recruitment process using the DBF HR Recruitment process flow map and ARCI-M Table as a guide and agree strategies (including advertising channels, design of job advertisements, appropriate selection techniques, aptitude tests, occupational psychology assessments and assessment centers etc.) to attract and engage the most suitable candidate for every role.
2. Supervise the documentation of the recruitment process, ensuring that the appropriate forms and templates are used by candidates, Line Managers and other stakeholders involved in the recruitment process and ensure compliance with safer recruitment guidelines, EDI principles and other relevant regulations.
3. Provide professional advice on appropriate terms and conditions of engagement in line with the approved recruitment request form, only referring decisions up to the HR Learning and Development Manager when they are outside of existing policy parameters.

Employee Relations, Contract Management and HR System Management

1. Offer specialist HR advice to stakeholders (employees, Line Managers, Parish Officers, Clergy etc.) on different HR subject matter including, but not limited to, employment law, employee relations, employment contract issues, HR policies and practices, learning and development, equity, diversity and inclusion, absence management and pension and benefits etc.
2. Manage the administration of the HR Information and Payroll Systems, ensuring accurate employee records and compliance with relevant HR and data protection regulations.
3. Liaise with the system service providers to explore ways to optimise and integrate the HR Systems ensuring efficiency in the HR operations.
4. Support the HR Learning and Development Manager in specific HR casework, capability investigations, including grievance and disciplinary issues.

Support the execution of the DBF Learning & Development and Volunteer Management Initiative

1. Support the HR Learning and Development Manager to develop and implement the DBF Volunteer Management Framework and Guidance.
2. Coordinate and administer learning and development interventions partnering with other stakeholders to assess learning needs and personal development objectives from Contribution Conversations; contribute to the design of learning curriculum and vendor selection; and monitor the implementation of learning outcomes.
3. Coordinate the DBF employee volunteer initiative and collaborate with the Mission and Ministry Team on
4. Support the execution and implementation of the DBF employee wellbeing initiatives.

This document indicates the general level of responsibility and overall aims/outcomes of the position. The above is not an exhaustive list of activities and responsibilities. You will be expected to perform relevant activities, as necessitated by your role, to meet the aims and the overall objectives of the organisation.

ADDITIONAL INFORMATION
<p>The post holder must always undertake activities in accordance with legislative and regulatory requirements.</p> <p>The post holder must always carry out their responsibilities with due regard to the DBF Equal Opportunities Policy and be vigilant in complying with Health & Safety regulations to maintain a safe and secure working environment.</p> <p>In addition, the post-holder will need to occasionally be able to travel within the diocese and be available to attend events outside normal working hours on a “time off in lieu” basis.</p>

Person Specification

Attributes	Essential (or expected to train/qualify to that standard)	Desirable
Qualifications & Training	<ul style="list-style-type: none"> ▪ Qualified to Level 5 CIPD; ▪ Good standard of literacy and education (at least A level or equivalent) 	<ul style="list-style-type: none"> ▪ Graduate degree in in any social science related discipline. ▪ Project management training or qualification.
Experience	<ul style="list-style-type: none"> ▪ Experience within HR Advisory/HR Operations role. ▪ Excellent technical HR knowledge with the ability to communicate with stakeholders across levels of the business with a friendly and professional manner. ▪ Experience delivering functional HR expertise across the full generalist remit including recruitment, reward, organisational development, change management, employee engagement, employee relations and L&D 	<ul style="list-style-type: none"> ▪ Sound knowledge of employment law. ▪ Experience being part of a change management team in an organisation.

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Attributes	Essential (or expected to train/qualify to that standard)	Desirable
	<ul style="list-style-type: none"> ▪ System savvy – ability to quickly adapt to new systems. ▪ Experience using Microsoft Office 365 and other applications, Teams, and the use of Share Point. 	
<p>Competencies <i>(specific skills, knowledge and attributes required for the role)</i></p>	<ul style="list-style-type: none"> ▪ Resourcing ▪ Employee experience and relations ▪ People analytics ▪ Excellent written and verbal communication skills. ▪ Analytical and report writing skills. 	<ul style="list-style-type: none"> ▪ Change management and project delivery. ▪ Knowledge of organisational design and development
<p>Behavioural Requirements <i>(generic soft skills required for the role based on the grade)</i></p>	<ul style="list-style-type: none"> ▪ Role modelling values and behaviours ▪ Giving effective communications on often complex subjects ▪ Giving feedback, encouragement, support and clarity of objectives and targets ▪ Discreet and able to maintain confidentiality. ▪ Pragmatism and problem-solving skills and the ability to think creatively when faced with new problems, but also being pro-active in anticipating people concerns. ▪ Excellent attention to detail and strong organisational skills. ▪ Ability to retain professional boundaries whilst working closely and effectively with a different stakeholder group in a diverse and multicultural environment. 	<ul style="list-style-type: none"> ▪ Facilitation and delegation skills within the team ▪ Mentoring and coaching at appropriate levels

Employee Name:

Line Manager Name:

Signature:

Signature:

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