**DURHAM DIOCESAN BOARD OF FINANCE (DDBF)**

**JOB DESCRIPTION**

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| **JOB TITLE:** | Head of Human Resources (HR) |
| **GRADE:** | Grade 7 |
| **ACCOUNTABLE TO:** | Diocesan Secretary |
| **RESPONSIBLE FOR:** | HR Advisor |
| **HOURS & TERM:**  **SAFEGUARDING:** | 21-35 hours per week, permanent contract  The Diocese of Durham is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment. |
| **LOCATION:** | The Diocesan office - Cuthbert House, Stonebridge, Durham, DH1 3RY.  The organisation 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'.  This role includes the management of the HR function which supports the DDBF staff as employees, clergy as office holders and our churches where they require advice on employment matters. This involves strategic HR planning, organisational development, monitoring and reporting alongside day to day running of the HR function to equip and empower managers and to support recruitment, training and development of staff. |
| **KEY RELATIONSHIPS:** | Diocesan Secretary  Bishop’s Leadership Team  Finance Group (which has responsibility for oversight of staff HR)  DBF line managers and staff  Finance team and Bishop’s Office  Diocesan Safeguarding Officer  Diocesan Registrar  Equality, Diversity and Inclusion Enabler  Parish clergy |

**Main Duties and Responsibilities:**

*Strategy, Planning and Reporting*

* Develop and implement HR strategy, policy and organisational development for employees in liaison with the Diocesan Secretary and Finance Group, and for clergy in liaison with Bishop’s Leadership Team;
* Support the development of strategic ministry plans to allow the fulfilment of the diocesan vision and strategy;
* Lead on strategy around engagement, wellbeing, reward, retention and satisfaction.
* Support the planning and development of projects and initiatives as required;
* Provide HR reporting and analysis to inform management and governance;
* Support the development of strategy, policy and reporting around equality, diversity and inclusion for clergy and staff; and
* Present reports on HR matters to Finance Group and Bishop’s Council as required.

*Employee relations*

* Support and coach line managers, ensuring good practice in management of the employment life cycle from recruitment, engagement, performance appraisal, variations to terms and conditions, training and development through to post employment rights following necessary legal frameworks and HR best practice;
* Support and coach the HR Advisor, providing professional development opportunities and guidance;
* Ensure HR records are kept in compliance with data retention policies, GDPR, employment law and safeguarding requirements;
* Maintain the Staff Handbook and supporting employment-related and volunteer engagement policies introducing policy and guidance in line with HR best practice, House of Bishops guidance updates in case law and legislative change;
* Coach, equip and empower managers in addressing concerns and complaints fairly and in line with organisational policies;
* Develop monitoring and reporting of employee satisfaction and morale, including responses to any issues identified; and
* Manage complex employee relations issues including performance management, disputes, TUPE, redundancy, absence and grievances with support from our retained employment lawyer as required.

*Clergy and lay minister relations*

* Advise and support the senior clergy and diocesan staff on good practice relating to employment law and licensed clergy terms of service such as common tenure and the clergy handbook;
* Provide HR advice and support as required for the formal procedures and measures involving clergy such as discipline, grievance and capability, liaising with the Archdeacons, Bishops and Diocesan Registrar as required;
* Update policies and practices in response to changes in employment law and Ecclesiastical Offices (Terms of Service) Measure;
* In conjunction with the Bishop’s Office, oversee effective record keeping in matters including absence, movements, issuance of clergy terms of service; and
* Support processes for vocations, discernment, training and management of lay and ordained ministers including those working with children and young people’s ministry.

*Diocesan projects and parish support*

* Oversee and provide support for diocesan staff and parish clergy in ensuring diocesan and national church sponsored, parish-based projects maintain good HR practice, including the application of Safer Recruitment and People Management and any other relevant House of Bishops guidance;
* Oversee and provide HR support for clergy and parish representatives seeking advice and guidance on employment matters and volunteers; and
* Oversee the development and promotion of resources for parishes around employment of staff and volunteer management in conjunction with the communications team and Diocesan Safeguarding Officer.

*General*

* Act as a lead for engagement with the national church on HR issues, including People System which incorporates clergy data management and payroll;
* Work collaboratively and build relationships with related teams including safeguarding and finance to ensure requirements are met;
* Act as the Authorising contact for the UK Border Agency, fulfilling their requirements and advising on Sponsorship Licence requirements;
* Manage the HR budget including annual planning of budgetary requirements and regular monitoring and addressing of variances; and
* Any other duties as required by the Diocesan Secretary from time to time.

**COMMON DUTIES AND RESPONSIBILITIES:**

**Health and Safety**

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

**Confidentiality**

The post-holder must not pass on to unauthorized persons, any information obtained in the course of their duties without the permission of their line manager.

**Safeguarding**

If at any time the post-holder becomes aware of a safeguarding risk, they should report it immediately to the Diocesan Safeguarding Officer (DSO).

**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 becomes aware of a breach or potential breach of our commitment and policy regarding equality, diversity and inclusivity, they should report it immediately to their line manager.

**PERSON SPECIFICATION**

This section outlines the requirements and qualities the post-holder needs to fulfil the post. These are divided into ‘essential’ and ‘desirable’ criteria. ‘Essential’ criteria are those that the post-holder absolutely must have 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 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**

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| **Ref:** | **Criteria** | **Essential /**  **Desirable** | **A / I** |
|  | **QUALIFICATIONS** |  |  |
| 1 | Educated to degree level or equivalent  CIPD chartered membership or equivalent | Desirable  Essential | A  A |
|  | **EXPERIENCE** |  |  |
| 2  3  4 | Experience in leading a HR function, managing a team and influencing organisational culture.  Good working knowledge of employment legislation and practice.  Experience of development and implementation of strategy, systems, policies, processes and reporting.  Experience of HR as applied to office holders and volunteers, especially in the Church of England. | Essential  Essential  Essential  Desirable | A/I  A/I  A/I |
|  | **SKILLS & APTITUDES** |  |  |
| 5  6  7  8  9 | Ability to approach problems strategically, and to manage change through others.  Excellent interpersonal skills including the ability to quickly establish and maintain positive working relationships as part of a team.  Excellent, effective and persuasive written and oral communication skills; ability to convey understanding of best practice to non-specialists and to deliver sometimes challenging messages with sensitivity.  Effective and efficient organiser able to pay attention to detail, and to ensure high quality and timely completion and delivery.  Ability to assess underlying causes of conflict situations and suggest and implement solutions. | Essential  Essential  Essential  Essential  Essential | A/I  A/I  A/I  A/I  A/I |
|  | **PERSONAL ATTRIBUTES & COMPETENCIES** |  |  |
| 10  11  12 | Comfortable with use of IT including MS Office.  Able to travel widely around the diocese and occasionally further afield, with occasional attendance at evening and weekend meetings.  Sympathetic to the aims and ethos of the Church of England.  An understanding of Christian perspectives on employment practices. | Essential  Essential  Essential  Desirable | A  A  A/I  A/I |