

NORTH EAST DIOCESES HUMAN RESOURCES JOINT COMMITTEE

EMPLOYER: WAKEFIELD DIOCESAN BOARD OF FINANCE

JOB PROFILE

JOB TITLE: **HUMAN RESOURCES ADVISER
(MATERNITY COVER)**

JOB SUMMARY: To be an advisory member of a team of Human Resources Advisers (“the Team”) providing a professional human resources service to the dioceses of Durham, Newcastle, Ripon and Leeds, Sheffield, Wakefield and York Dioceses (“the Dioceses”) in relation to clergy and, where specified, employees of the Diocesan Boards of Finance and other participating church bodies.

ACCOUNTABLE TO: The Human Resources Regional Manager

RESPONSIBLE FOR: The post-holder will be responsible for the provision of a professional HR service to the Dioceses. The post-holder will be the named contact for two dioceses (Durham and Newcastle) but will be expected to work with the other dioceses as required.

KEY RELATIONSHIPS: Works closely with Bishops, Archdeacons, Diocesan Secretaries, Diocesan Registrars, Clergy Training Officers and Chairs of Diocesan Boards of Finance. Contact and liaison at all levels within the Dioceses. Liaison with HR staff in the National Church Institutions and in other dioceses of the Church of England as appropriate, to maintain a high level of professionalism and effectiveness.

LOCATION: Bishop Auckland

The post-holder will be expected to travel to all the dioceses throughout the region when required.

The post-holder will be required to work with other team members in the Wakefield office on a regular basis.

MAIN DUTIES AND RESPONSIBILITIES:

1. To advise Bishops and their senior staff on employment law and human resources good practice as it applies to clergy, employees of the Diocesan Boards of Finance and other participating church bodies.
2. To interpret Ecclesiastical Offices (Terms of Service) Measure (“EO(ToS)M”) and advise on how this interacts with employment law and human resources good practice.
3. To advise Bishops and their senior staff on performance management, discipline,¹ capability and grievance matters, and provide the HR presence required under certain formal procedures such as grievance and capability.
4. To advise Bishops and their senior staff on a range of HR issues including procedures for appointments, change management, absence management and occupational health issues and health and safety matters.
5. Under the direction of the Human Resources Regional Manager to develop and deliver Human Resources training and development proposals, training materials and coaching to the Bishops, Bishop’s Staff and Diocesan Secretaries of each of the Dioceses.
6. To develop and review policies, procedures and documentation as directed by the Human Resources Regional Manager.
7. To liaise with other diocesan officers, including the diocesan registrar as appropriate, and with the national Human Resources support team who are tasked with providing specialist Human Resources advice and materials on EO(ToS)M.
8. To keep up-to-date with developments in employment law and EO(ToS)M, including attending central and regional training events and networking with other diocesan Human Resources advisers.
9. To liaise at diocesan level with emerging consultation mechanisms for clergy on terms and conditions of service.
10. To attend Bishops’ staff meetings and other meetings, when and if required.

¹ Clergy Discipline is dealt with under the Clergy Discipline Measure and usually handled by or involves the Registrar.

11. To provide a Human Resources service of comparable breadth in respect of the employees of the Dioceses and other participating church bodies.
12. To maintain statistical, administrative and other records in support of the Service.
13. To support lead agencies at any tribunal when and if required by the Human Resources Regional Manager.
14. Any other duties of a comparable nature as required.