DIOCESAN BOARD OF FINANCE (DBF)

Job Description and Person Specification

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| **JOB TITLE:** | **HR, Learning & Development Manager** |
| **TEAM:** | Parish Support, Governance & Administration |
| **DURATION** | Permanent, Full time |
| **LINE MANAGER:**  | Director of Parish Support, Governance & Administration |

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| **JOB PURPOSE**  |
| To lead the delivery of comprehensive and excellent HR services to managers, staff & clergy, and co-create a framework of learning and development that is impactful and equip community leaders and employees to flourish. |

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| **DUTIES AND RESPONSIBILITIES**  |
| **KEY DUTY A:** | **Responsible for the day to day running of the HR, learning & development functions and the management of the whole employment life cycle for the organisation; equipping and empowering managers to be confident and competent practitioners.** Includes the line management of 1 part-time staff member |
| **KEY DUTY B:** | **Support the organisation and work across multiple stakeholder groups to co-create a diocesan learning offering and framework in line with our vision and strategy** that enables community leaders and staff to flourish as they develop their capabilities, skills and competencies. This includes the delivery of a range of effective and accessible learning and development solutions based on training needs analysis and overseeing the induction programme for new staff. |
| **KEY DUTY C:** | **Advise Bishops, senior clergy and diocesan staff on employment law and practice as it relates to licensed clergy and clergy with permission to officiate.** Provide HR advice and presence as required for the formal procedures and measures involving clergy such as discipline, grievance, capability and keep up to date with Ecclesiastical Offices (Terms of Service) Measure.  |
| **KEY DUTY E:** | **Oversee the ongoing evaluation of the impact of the HR, learning and development function and seeking was to improve it;** support business change management and projects as required and maintaining accurate and relevant information. Engage with the People & Wellbeing Committee as part of people and wellbeing governance. |

This document indicates the general level of responsibility and overall aims of the position. The above is not an exhaustive list of duties and you will be expected to perform other relevant duties from time to time as necessitated by your role and the overall objectives of the organisation.

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| **ADDITIONAL INFORMATION** |
| The post holder must undertake duties at all times in accordance with legislative and regulatory requirements. The post holder must at all times 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.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. |

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| **PERSON SPECIFICATION ESSENTIAL (E) / DESIRABLE (D)** |
| A CIPD or similar human resources professional qualification and relevant membership | **E** |
| Extensive experience of working in HR and or learning and development role(s) with excellent working knowledge of employment legislation and its application  | **E** |
| Demonstrable experience of the development and implementation of HR and/or learning & development strategy | **E** |
| Demonstrable experience of managing others | **E** |
| Knowledge of the Church of England, its structures, processes and Ecclesiastical Offices (Terms of Service) Measure | **D** |
| Excellent interpersonal skills and the ability to successfully influence a range of stakeholders to create a sense of common purpose and advocacy | **E** |
| Excellent administrative, organisational and presentational skills | **E** |
| Strong IT skills, excellent use of Microsoft Office products and willingness to upskill with changes in technology | **E** |
| Curious, agile and collaborative, able to respond effectively to changing and competing priorities | **E** |
| Honest and trustworthy with a strong sense of ethical and professional behaviour ensuring that confidentiality and ethical standards are met | **E** |
| An understanding of and empathy with the aims and ethos of the Church of England | **E** |

Benefits Package

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| Location | **Salisbury / Flexible home-working** |
| Hours of work | **35 hours per week, permanent**Normal office hours are 0900 – 1700 Monday to Friday with an hour for lunch. We are flexible with home-working options after completion of the probation period. There is no payment for overtime although time off in lieu may be taken for attending meetings and events beyond these core hours. |
| Salary | **Up to £47,263** (Grade 3) **p.a. FTE, full-time** |
| Pension | The Board offers a **non-contributory pension scheme making a 15% pension contribution** (14.5% pensionable salary plus 0.5% cost of death in service cover) **which may rise by a further 3%** if matched by a 3% contribution from the employee. |
| Holiday | The annual leave entitlement is **28 working days** during a complete holiday year (1 January – 31 December). 4 days are allocated to office closure at Easter and Christmas. |
| Travel and Expenses | You are expected to hold a valid driving licence and comprehensive insurance when using your own vehicle on Diocesan business. Travel expenses are paid up to an agreed limit on the Diocesan scale. |
| Car Loan Union Ltd | Car loan facilities are available through the Churches’ Mutual Credit |
| Probation | There is a 6-month probationary period during which the progress and development of the post-holder will be reviewed prior to confirmation of employment. |
| DBS Check | Yes |