

# DIOCESE OF SALFORD

<b>Job Title:</b>	<b>Human Resources Manager</b>		
<b>Department:</b>	Department of Finance and Administration		
<b>Reports to (job title):</b>	Director of Administration and Personnel		
<b>Accountable to:</b>	Trustees of the Diocese of Salford		
<b>Responsible for:</b>	Human Resources Officer		
<b>Key contacts:</b>	Chief Operating Officer Vicars General, specifically the Moderator of the Curia Director of Safeguarding Health and Safety Co-ordinator Heads of Departments		
<b>Location:</b>	Cathedral Centre, 3 Ford Street, Salford, M3 6DP	<b>Travel Required:</b>	Occasional travel for which mileage will be payable.
<b>Level/Salary Range:</b>	Competitive based on skills and experience	<b>Position Type:</b>	Full-time, permanent
<b>Hours of Work:</b>	35 hours per week, Monday-Friday with occasional requirement for evening and weekend working (see below).	<b>Holidays</b>	Competitive
<b>Overview and job purpose:</b>			
<p>The Department for Finance and Administration provide proactive support to the central services, parishes and subsidiary charities and companies of the Diocese of Salford. As a member of this team, the Human Resources ('HR') Manager will provide professional HR support, advice and guidance to Trustees, senior managers and clergy. They will support strategic objectives for the department, develop and implement new and existing policies and procedures to ensure a complete and effective HR solution for the Diocese.</p> <p>(Please note: the post-holder will not have responsibility for clergy.)</p>			
<b>Job Description:</b>			
<p><b>Policies and procedures:</b></p> <ul style="list-style-type: none"> <li>Develop and implement policies and procedures in support of strategic management aims for the management of human resources across the Diocese.</li> <li>Ensure that policies and procedures reflect current employment legislation including the maintenance of staff handbooks and paper/electronic information systems.</li> </ul> <p><b>Leading and management</b></p> <ul style="list-style-type: none"> <li>Lead and manage a small team to deliver a comprehensive HR service to the Diocese. This includes the employees of the Diocese of Salford, Catholic Truth Society (Diocese of Salford) and SDC Trading Limited.</li> </ul>			

- Support those with management responsibilities to enable the implementation of performance management systems, and to ensure accountability for professional conduct and practice.

### **Managing a quality service to deliver effective outcomes**

#### **- *Recruitment, selection and appointment processes***

- Collaborate with department heads, parish priests and other line managers to support the recruitment process including compiling job descriptions, advising on salary levels according to recognised job evaluation methods and in line with pay policies, prepare interview questions, prepare/place job advertisements, support shortlisting candidates, ensure references are collected and verified, develop scoring matrices, advise interview panels and ensure all necessary checks such as Disclosure and Barring Service Checks, Visas, Right to Work and any other regulations, etc., are complied with and available for inspection by relevant authorities/auditors.
- For designated roles, engage with external consultants to provide specialist candidate profiling.
- Support the appointment of occasional consultants or temporary secondees by preparing the appropriate relevant documentation and checks.
- Prepare and issue all contract documentation or related variation documents to terms and conditions for staff.
- Ensure a comprehensive induction programme for all new staff, probationary reviews are completed and signed-off and appropriate feedback provided.
- Manage paper and electronic employee files and ensure that employee related information is maintained on appropriate information management systems.

#### **- *Payroll and pensions***

- Oversee the preparation of payroll and pension information for the Finance Team and external payroll providers including pensions' management, adjustment for sickness, absence, overtime, etc.

#### **- *Performance Management***

- Develop, implement, support and monitor a routine supervision and performance management system for all employees based around the '5 Conversations Framework'.
- Collate key objectives and training needs from the Framework and provide reports to Senior Management with recommendations and potential actions.
- Ensure that job descriptions and person specifications are reviewed annually and updated as required so that they represent current practices and requirements.
- Where appropriate evaluate or re-evaluate job descriptions according to approved job evaluation techniques to inform and advise of rates of pay, etc.
- Ensure the absence management procedures for sickness and other types of absence are complied with by managers and staff including the accurate recording of absences, analysis patterns, monitoring trigger points, arranging occupational health referrals and subsequent actions, ensuring return to work processes are completed by managers.

- Provide guidance and support to management in all areas including disciplinary matters, grievance, absence management, restructuring, change management and, where appropriate, redundancy consultations.

#### **Building organisational capacity and encouraging individual development**

- Co-ordinate, implement, monitor and evaluate training needs for all employees at all levels across the organisation and, upon request, for clergy who have immediate line management responsibilities for paid employees. This includes the organisation and delivery of some internal training (as appropriate to skills and experience) or by external providers, statutory training, documentation of staff qualifications and skills, training needs analysis and impact reporting to demonstrate cost effectiveness.
- Ensure employees attend mandatory health and safety training and safeguarding training appropriate to their role.

#### **Communication, collaboration and partnering**

- Provide information to managers and employees as a whole on organisational initiatives and developments.
- Through continued awareness of the wider landscape, inform Trustees and Senior Managers about the wider changes and developments to legislation and best practice.
- Represent the Department for Finance and Administration in matters relating to HR Management in the Diocese.
- Participate in national / regional forums with other Catholic dioceses to share learning and best practice
- Work closely with the GDPR Implementation Group to provide professional and technical advice as appropriate and implement any new systems or processes required.

#### **Engaging people**

- Positively model behaviours to a wide diverse range of individuals and groups to motivate and enable.
- Conduct regular staff surveys to assess levels of motivation, identify key trends or areas for future development.
- Support the Diocese to create an ethos within which all staff are motivated and supported to develop their own skills and knowledge.
- Develop effective relationships with colleagues to ensure continual improvements.

#### **Ensuring value for money**

- Ensure the effective, efficient management of resources to deliver a high quality service and best value for money.

#### **PERSON SPECIFICATION**

	<i><b>Essential</b></i>	<i><b>Desirable</b></i>
<b>Qualifications and training:</b>	The successful candidate will:	The successful candidate may:

	<ul style="list-style-type: none"> <li>• Have Chartered Membership of the CIPD and / or Level 7 Diploma in HR Management</li> <li>• Evidence of continuing professional development.</li> <li>• Be willing to undertake further training.</li> </ul>	<ul style="list-style-type: none"> <li>• Have a post-graduate qualifications in management.</li> </ul>
<b>Experience:</b>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> <li>• General HR experience of at least 5 years, preferably gained in a multifaceted organisation with various terms and conditions of service.</li> <li>• Experience of developing, implementing, maintaining and enforcing policies and procedures.</li> <li>• Experience of coaching and partnership working to find practical solutions for management and development issues.</li> <li>• Experience of managing HR projects to achieve key outcomes on time / budget.</li> </ul>	<p>The successful candidate may have:</p> <ul style="list-style-type: none"> <li>• Experience specific to a church environment.</li> <li>• Experience of working in an organisation across multiple locations.</li> <li>• Experience in delivering internal training programmes.</li> </ul>
<b>Knowledge and skills:</b>	<p>The successful candidate will be able to demonstrate:</p> <ul style="list-style-type: none"> <li>• Up-to-date knowledge and understanding of employment law and good practice / trends in HR management</li> <li>• Exceptional verbal and written communication skills (presentations and policy and report writing)</li> <li>• Excellent interpersonal and management skills, with the ability to model behaviour and coach others.</li> <li>• Excellent organisational / project management skills</li> <li>• Excellent IT skills (MS Office, etc.)</li> <li>• Sound discernment, judgement and decision-making skills in complex situations.</li> <li>• Ability to prioritise and manage their own workload effectively.</li> <li>• Ability to gain the trust and confidence of diverse stakeholders, act with</li> </ul>	<p>The successful candidate may:</p> <ul style="list-style-type: none"> <li>• Have experience of HR software packages for managing employee information.</li> <li>• Have an understanding of the structures and organisation of the Roman Catholic Church</li> </ul>

	<p>integrity in providing advice and support on complex HR issues.</p> <ul style="list-style-type: none"> <li>• An understanding and commitment upholding legislation on equality and diversity.</li> <li>• A clear understanding of the implications surrounding data protection compliance.</li> </ul>	
<b>Personal qualities:</b>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> <li>• High expectations of themselves and their professional standards.</li> <li>• The understanding that the Diocese of Salford is a faith-based religious organisation and the ability to work with sympathy towards and respect for the values and ideals of the Church.</li> <li>• Confidence to work with a diverse group of stakeholders including trustees, clergy, senior staff, parishioners, etc.</li> <li>• Proven ability to maintain successful working relationships with other colleagues.</li> <li>• Proven ability to motivate others and lead their practices.</li> <li>• High levels of drive, energy and integrity.</li> <li>• The ability to plan and handle a demanding workload and successfully prioritise workload and take control of situations.</li> <li>• The ability to develop effective relationships within a religious, faith-based charity.</li> <li>• A reliable, self-motivated and proactive work ethic.</li> <li>• The ability to work sensitively with confidential information.</li> <li>• A clear personal commitment to equal opportunities and an understanding of the relevance of equality within HR management.</li> </ul>	
<p>The above description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It may be amended from time to time, after consultation with the post holder. Any changes will be agreed in conjunction with the Head of Department.</p>		

**Other Information:**

**References and Reports**

- Two professional references will be required.

**Health and Safety:** All employees are required to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

**Confidentiality:** During their employment the post holder may gain knowledge of confidential matters which may include personal or business related matters. Such information must be considered with high levels of confidentiality and must not be discussed or disclosed. Failure to observe confidentiality could lead to disciplinary action.

**Data Protection:** Where it is a requirement of the role, the post holder will have access to computers and other information technology. He/she will be required to ensure that appropriate security procedures are followed and that confidential information such as passwords are not communicated to unauthorised individuals.

**Safeguarding:** The Diocese of Salford is committed to safeguarding all children and vulnerable groups at risk within its community. The Diocese aims to embed a culture of safeguarding to prevent abuse and to provide support to individuals who have been hurt by abuse, taking the necessary actions to reduce the likelihood of further harm. All diocesan employees are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures.

In fulfilling the duties of this role, the post holder may come into contact with children or vulnerable adults. Therefore, they must adhere to diocesan safeguarding procedures.

**Probationary period:** This position is subject to completion of an initial probationary period of six months.

**Driving:** A driving licence and access to a vehicle will be required along with the ability to travel regularly to various parts of the Diocese.

All Diocesan employees are expected to work with the highest standards of conduct at all times. Maintaining the respect and dignity for colleagues, clergy and visitors is essential. Employees are also expected to support the creation of a warm, pleasant and hospitable working environment.

Compiled By:	Patrick O'Dowd	Date:	April, 2019
Reviewed By:	EN	Date:	April, 2019

I accept and agree with the details contained in this job description.

Signed by Employee:		Date:	
Signed by Employer:		Date:	