



About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

We Include. You Belong.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

About the department

The Human Resources department provides a strategic and operational HR service to the seven National Church Institutions (NCIs) and the 42 Diocesan Bishops' offices. Our **HR Operations** team focusses on the entire employee lifecycle providing support, advice and guidance to senior leaders, line managers and staff. The **Organisational Development** team lead on culture, values, wellbeing, development and our belonging & inclusion strategy. Through our **External Service** team, we also offer HR support on a consultancy basis to other Church of England organisations including our dioceses and cathedrals.

We are a friendly, diverse, well respected and highly engaged HR team who are committed to actively sharing knowledge and learning across the team and beyond. We encourage flexible working within the team and meet together online weekly and in-person once a month for collaboration, knowledge-sharing and building relationships.

The NCIs comprises a wide variety of functions and professions to support the mission and ministries of the Church by working with those who serve in parishes, dioceses, schools and other ministries, and with partners at a national and international level.

This is an exciting time to join the NCIs as an HR Adviser:

- We have made significant progress in our wellbeing, belonging and inclusion strategies and recently launched our new values, helping us to focus not just on what we do but how we do it.
- The National Governance Review has proposed a new structure for the Church of England reducing the number of NCIs from seven to four trustee bodies. Whilst not yet finalised, this will be a significant organisational change programme over the coming months and years.
- We are continuing to embed and develop our Oracle HR and Payroll system to give colleagues greater self-service and easier access to HR information, as well as more robust HR data and analytics to inform decision-making.

What you'll be doing

As part of our HR Operations team, you will be involved in providing an outstanding proactive and professional HR service to staff and managers across the National Church Institutions, and other organisations within the Church of England.

In this role, you will be the day-to-day HR contact for Bishops' Office Staff. A key project at the start of your role will be to establish (and subsequently maintain) a Teams site for Bishops' Office staff to give them easy access to key HR policies and make it easier for the staff to contact HR.

This is a part-time role working 21 hours / 3 days per week. The work pattern and location are flexible, with your primary base in either York or London. You will be required to travel to bishops' offices around the UK, and come to Church House, Westminster at least once a month for our HR team meeting.

The HR Advisers are responsible for:

- Responding to HR queries raised via email, phone, Teams chat and our soon to be launched Oracle HR HelpDesk platform.
- Supporting colleagues in using Oracle Employee and Manager self-service.
- Leading and participating in induction activities and HR drop-ins.
- Maintaining staff data on our Oracle HR system, processing monthly payroll changes and ensuring accurate employee records are maintained and documentation is stored on an individual's HR file, and archived as necessary.
- Advising staff and line managers on HR policies and processes, escalating to subject matter experts and HR Business Partners as appropriate.
- Working with HR Business Partners to support ER Casework, Occupational Health referrals etc.
- Contributing to the continuous improvement of our HR service through the increased use of technology and simplifying processes as much as possible.
- Leading or contributing to designated HR activities (which may change from time-to-time to reflect business need) but could include:

- Coordinating our Joint Staff Council and the day-to-day relationships with our recognised Trades Unions
- Managing DBS renewals
- Responsibility for specific HR processes (e.g. Job Evaluations)
- Assist with creating and maintaining internal systems, processes and procedures, keeping resources up to date, and training HR colleagues and line managers.
- Routine reviews of HR policies
- Supporting colleagues on projects within HR or more widely across the NCIs

We will support you in building and developing your skills as an HR Professional offering a range of opportunities, developing relationships with key stakeholders, and working with colleagues to build pragmatic and practical HR solutions.

Your job description is intended to reflect your main tasks and areas of work but is not exhaustive. Changes may occur over time, and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

About You

The Church of England is for everyone and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

Essential

Knowledge/Experience

- This role requires previous experience of providing HR advice and guidance to staff and managers, and a good understanding of typical HR processes;
- We work in a self-sufficient way and rely heavily on technology to support our customers. You will therefore need to be a confident IT user including Microsoft Office 365 and Teams and have experience of using HR systems. Experience of using Oracle Fusion HCM and SharePoint would be an advantage.
- You will need good knowledge of the entire HR lifecycle. Our HR Advisers are generalist roles but there may be opportunities to pursue interest/experience in one or more HR specialisms and specific projects.
- An understanding of the structure of the Church of England is not essential but would be advantageous.

Skills & Abilities:

- Excellent verbal and written communication skills, with accuracy and attention to detail including with numerical data. You will need to be able to communicate clearly to stakeholders at all levels within the organisation, providing outstanding customer service.
- You will be enthusiastic, have a highly organised approach to work, with the ability to understand and process high volumes of information. You will need to be able to work

comfortably with competing priorities and show flexibility in your approach to customers to understand differing expectations.

- The successful candidate will need to be proactive and have strong problem-solving skills in order to deal with complex queries,
- You will be comfortable in negotiating with both internal and external stakeholders, able to take initiative and anticipate how to adapt to and implement change.

Qualifications & Training:

- CIPD Level 5 or equivalent is desirable.

Vacancy Summary

JOB TITLE:	HR Adviser
NCI ENTITY:	Church of England Central Services
DEPARTMENT:	Human Resources
GRADE:	Band 5 Standard Point
SALARY:	£40,572 pro-rated
WORKING HOURS:	21 hours per week
PRIMARY OFFICE LOCATION:	Bishopthorpe, York or Church House, Westminster
HYBRID WORK ARRANGEMENTS:	The HR Operations Team typically work from the office 1-2 days per week depending on business need. The postholder will need to travel to Church House, Westminster at least once a month (for team meetings), as well as travel to bishops' offices around the country.
SUITABLE FOR FULL HOMEWORKING:	<input type="checkbox"/>
HOMEWORKING REQUIRED:	<input type="checkbox"/>
CONTRACT TYPE:	Permanent
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input type="checkbox"/> Select level of DBS Check required
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	<input type="checkbox"/>
ORACLE POSITION CODE:	8101567
COST CODE:	50201
PARENT POSITION:	HR Operations Manager