

## ROLE PROFILE FOR HR Adviser (Health & Safety)

### 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, with hybrid working meaning we work from the office 1-2 days per week. We also regularly meet together online and in-person for collaboration, knowledge-sharing and building relationships within the team.

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

Working 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 contact for Health, Safety and Wellbeing queries, working closely with the Health & Safety specialist, and the Learning & Wellbeing lead.

Your key responsibilities will include:

- Reviewing risk assessments that have been completed by staff and line managers, requesting additional information, and advising on risk mitigation including where reasonable adjustments and additional equipment may be required;
- Advising staff travelling overseas on potential risks
- Managing the lone worker safety devices used by the NCIs
- Administering our Health Cash Plan scheme

As an HR adviser within HR Operations, you will also contribute to:

- Responding to HR queries via email, phone and Teams chat, and supporting colleagues in using our Oracle Employee and Manager self service.
- 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.
- 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.
- Supporting to the continuous improvement of our HR service through the increased use of technology and simplifying processes as much as possible.

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 advising on health and safety risks, including Display Screen Equipment, lone working and overseas travel;
- 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.

#### *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.
- 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.
- An interest in and willingness to learn broader HR policies and processes. Experience in HR in addition to Health & Safety would be an advantage.

#### *Qualifications & Training:*

- Recognised Health & Safety certificate
- CIPD Level 5 or equivalent is desirable.

## Vacancy Summary

<b>JOB TITLE:</b>	<b>HR Adviser</b>
<b>NCI ENTITY:</b>	Church of England Central Services
<b>DEPARTMENT:</b>	Human Resources
<b>GRADE:</b>	Band 5      Standard Point
<b>SALARY:</b>	£40,572
<b>WORKING HOURS:</b>	35 hours per week
<b>PRIMARY OFFICE LOCATION:</b>	London or York
<b>HYBRID WORK ARRANGEMENTS:</b>	The HR Operations Team typically works from the London office 1-2 days per week depending on business need. Travel to other sites may also be required from time to time.
<b>SUITABLE FOR FULL HOMEWORKING:</b>	<input type="checkbox"/>
<b>HOMEWORKING REQUIRED:</b>	<input type="checkbox"/>
<b>CONTRACT TYPE:</b>	Permanent
<b>IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL</b>	<input type="checkbox"/> Select level of DBS Check required
<b>IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?</b>	<input type="checkbox"/>
<b>ORACLE POSITION CODE:</b>	8101567
<b>COST CODE:</b>	50201
<b>PARENT POSITION:</b>	HR Operations Manager