

### **Job Description**

<b>Job Title:</b>	Senior HR Advisor	<b>Grade:</b> D
<b>Department:</b>	HR & Training	<b>Salary:</b> £38,600 pro rata
<b>Line Manager:</b>	Head of HR	

*The job description is an operational document that does not form part of the contract of employment.*

*It may be that from time to time an individual is expected to perform tasks that may not be expressly in the job description but are nonetheless necessary in the day to day performance of their duties.*

*St Paul's Cathedral reserves the right to amend the job description as may from time to time be necessary to meet the changing needs of the organisation.*

### **Purpose of the Job**

This is a key role in a small, busy department responsible for our staff. We strive to help the Cathedral achieve consistency with our mission and values, and support colleagues in the delivery of our strategies and business plans. The Senior HR Advisor works in partnership with management teams to understand the operation of their areas and to provide operational HR interventions. The post-holder supports the Head of HR in reviewing and updating policies and on projects, and is responsible for efficient, timely management of HR issues and opportunities.

### **Main Duties**

- Provide a comprehensive, proactive, pragmatic, value-adding HR service to senior and line managers and staff, evolving and developing the service to meet the changing needs of the Cathedral and its people.
- Provide HR interventions to senior management to support them in reaching the objectives of the organisation.
- Develop strong, credible working relationships with key stakeholders.

- Advise on and support recruitment campaigns, designing and implementing selection processes, ensuring compliance with safeguarding, Safer Recruitment and right-to-work policies.
- Maintain up-to-date knowledge of, and relationships with, third party recruitment providers, including social media; controlling the recruitment budget.
- Conduct and manage HR casework on the full range of HR activity, including but not limited to contract changes, absence, capability and performance, all types of leave, grievance, disciplinary, and restructuring; provide HR support at occasional formal meetings, hearings and appeals as necessary.
- Support the Head of HR on reviewing and updating policies, ensuring up-to-date employment law is accurately reflected; take forward autonomously delegated policy research and updating, liaising with third party advisors as necessary.
- Lead on reward and benefit activity such as annual pay awards and gender pay reporting.
- Maintain relationships with third party HR service providers as the main regular point of contact (EAP, OHS, DBS, HRIS, benefits/pension providers etc).
- Assist the Head of HR in training, supporting and coaching the HR and Payroll Administrator ensuring their work is delivered to agreed standards, turnaround times and deadlines.
- Identify and, with appropriate liaison and approval, implement process improvements and efficiencies.
- Support the Head of HR on strategic projects and take forward delegated projects autonomously.
- Assist the collective, collaborative effort of the HR team and the Chaplaincy by effective integration with and contribution to the activities supporting employee engagement, organisational development, learning and development and carrying out joint working on cases, projects and policies where relevant.
- Any other appropriate duties that the line manager, senior management or Chapter may occasionally request.

### **Person Specification**

You will:

- be CIPD qualified or equivalent;
- have significant HR experience and be able to demonstrate the application of your own HR interventions to support the achievement of business objectives;
- have up-to-date knowledge, and demonstrable experience, of UK employment law;
- have considerable relevant case management experience and be able to demonstrate successful advisory work with all levels of stakeholder on HR policies and procedures;
- have proven policy development experience;

- have experience of the use of HR Information Systems and HR metrics to run processes to identify and respond to issues and opportunities;
- have strong and effective relationship-building skills at all levels and the confidence in influencing and coaching both senior and line managers, and able to push back when needed; and
- have exceptional organisation and prioritisation skills and good attention to detail with the ability to multi-task and work to deadlines.

You will also:

- have the ability to deal with ambiguity and adapt to changing circumstances;
- have good judgment and the ability to think creatively, solve problems or expedite issues where appropriate;
- naturally take responsibility, be proactive and have the ability to work autonomously;
- have confident, clear and effective communication skills both written and verbal;
- have good inter-personal skills, a welcoming approach and the confidence to deal with people from all walks of life;
- be a good team worker with a collaborative style who enjoys being part of a team;
- have total discretion and the ability to keep sensitive information confidential; and
- have good skills in Microsoft applications.

The individual will be in sympathy with, and in their work support, the Christian aims and mission of St Paul's Cathedral.