



DIOCESAN BOARD OF FINANCE

JOB PROFILE

JOB TITLE: HR Assistant

ACCOUNTABLE TO: HR Manager

KEY RELATIONSHIPS:

- HR Manager
- Finance Department
- Parishes
- Regional and national colleagues

BACKGROUND

The Diocese of Leeds came into existence at Easter 2014 following the dissolution of the former dioceses of [Bradford, Ripon & Leeds](#), and [Wakefield](#). It covers the whole of West Yorkshire, the western part of North Yorkshire, and small parts of South Yorkshire, Lancashire, and County Durham. The diocese has 656 church buildings.

The following information is furnished to assist staff joining the Diocese to understand and appreciate the work content of their post and the role they are to play in the organisation. However, it must be noted that whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not permit every item to be specified in detail. It must also be noted that this job description may be reviewed from time to time, in conjunction with the post holder.

JOB DESCRIPTION

MAIN DUTIES AND RESPONSIBILITIES

Overall Purpose

- To support a model of best practice and professionalism in meeting the HR needs of the Diocese.
- To support with the provision of appropriate HR policies and procedures for clergy and employees in accordance with statutory requirements and best practice.
- To respond to parishes on a range of employment matters including recruitment procedures, discipline and grievance, capability and redundancy processes.
- Undertake the role of Health & Safety Officer.

Principal Tasks

Recruitment

- Undertake the recruitment process including the publishing of adverts, the initial evaluation of application forms, ensuring shortlisting is undertaken, co-ordinating interview arrangements and requesting references.
- Support the recruitment process by guiding managers during interviews for junior team members as and when required.
- Produce offer letters, contracts, change of terms and conditions letters and Statements of Particulars for clergy.
- Ensure compliance with UK Visas and Immigration law during recruitment and subsequent monitoring.
- Actively promote Equality and Diversity in all aspects of the role.
- Ensure Disclosure & Barring Service checks are carried out for DBF employees where appropriate.

Pay and Pensions

- Complete new starter, salary change and leavers forms and ensure that they are authorised and sent to payroll in a timely fashion.

General

- To resolve queries and/or issues raised seeing them through to resolution (escalating where necessary), keeping the HR Manager informed where appropriate.
- Have a basic understanding of the Ecclesiastical Offices (Terms of Service) Measure 2009 and keep up-to-date with any changes in legislation. Support the HR Manager to implement changes in relation to the Measure.
- Keep up-to-date with employment legislation and best practice across the area of HR and support the HR Manager to implement changes where necessary.
- Maintain and update the HR database and HR case records.
- Ensure accurate personnel records are kept in accordance with Data Protection legislation.
- Accurately calculate pay, holidays and all other contractual entitlements.
- Manage the content of the HR page on the Diocesan website, amending and updating it where appropriate.

- Support the HR Manager in providing good quality training sessions and documentation for employees, office holders and parishes.
- Undertake regular HR audit checks to ensure the integrity of data is maintained in line with GDPR.
- Provide general HR administration support.

This job description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties and responsibilities appropriate and commensurate to the post.

Person Specification

HR Assistant

(E – Essential criteria, D = Desirable criteria)

	Sections		E/D
1	Skills, knowledge and aptitudes	<p>The HR Assistant should be able to provide evidence of the following:</p> <ul style="list-style-type: none"> • An awareness and basic understanding of employment legislation. • An ability to provide accurate and timely guidance explaining established policies and procedures as required. • An ability to solve a range of problems by responding to varying circumstances. • An ability to plan their workload throughout the month. • A willingness to contribute to team efficiency through sharing information and constructively supporting others. • An ability to recognise when issues need to be passed on to a senior colleague. • An ability to demonstrate adaptability and flexibility in juggling a range of tasks. • An ability to use initiative and work in a proactive manner. • Excellent communication skills – both written and verbal. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
2	Qualifications, Training and Experience	<p>The HR Assistant should:</p> <ul style="list-style-type: none"> • Be educated to A Level standard or equivalent. • Have completed or be working towards the Level 3 CIPD. • Have a minimum of one year's HR experience. • Be fully computer literate and able to use a HR and recruitment system 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
3	Personal Attributes	<p>The HR Assistant should:</p> <ul style="list-style-type: none"> • Be a person of integrity. • Have an understanding of confidentiality issues and the use of discretion. • Have an openness to learning and change. • Have good interpersonal skills. • Have a high level of accuracy. • Be self-motivated but have the ability to work as part of a team. • Be sensitive to the different cultures, traditions and activities within the parishes of the Diocese. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
4	Disposition and Attitude	<p>The HR Assistant should have:</p> <ul style="list-style-type: none"> • Empathy with the faith and mission of the Church of England. 	<p>E</p>
5	Special Requirements	<p>The HR Assistant should:</p> <ul style="list-style-type: none"> • Have the ability to travel throughout the Diocese. 	<p>E</p>