



Job Description

Job Title: HR Business Partner
Department: Human Resources
Responsible to: Human Resources Director

Purpose of the Team: To enable Gospel mission by proactively facilitating excellent Christian leadership, people management and a values-driven culture throughout the organisation. To provide a framework and focus for best HR practice, well-being and health and safety so that staff can flourish, in order to help London City Mission fulfil its mission to the unreached of London.

Purpose of the Job: To partner in ministry by providing a pro-active HR Service, based on excellence in HR practice and maturity of Christian faith, to all levels of London City Mission staff, including Directors. To support and significantly contribute to the strategic HR Agenda, taking ownership and leading specific projects. To manager, support and develop an HR Officer and contribute to the on-going spiritual and professional development of the team.

Position in the organisation:

- Directly accountable to the HR Director alongside another 1.6 HR Business Partners and a Health & Safety Manager.
- Manages an HR Officer.
- Advises and enables leaders and staff at all levels throughout the organisation.

Scope of the job:

- Assisting the HR Director in delivering strategic HR objectives.
- Significantly contributing to the spiritual and professional development of the team.
- Providing proactive, up-to-date, accurate and relevant operational professional HR advice, in accordance with organisational Christian values, best HR practice and employment law.
- Ensuring all operational HR activities, within their area, are undertaken to a high professional standard with excellence and care.
- Recruitment to Minister of Religion roles.
- Contributing to HR Policy development and implementation, taking the lead on specific policies.
- Understanding and application of European and UK law.
- Owning and leading specific projects.

Dimensions and limits of authority:

- Responsible for the provision of accurate, up-to-date professional advice from themselves and their HR Officer to all levels of staff, up to and including Directors.
- Responsible for researching and applying up-to-date, accurate information in relation to designated project and policy work.
- Responsible for own on-going spiritual health.
- Responsible for keeping up-to-date professionally.

Assist the HR Director in delivering strategic HR objectives:

- Assist the HR Director in developing and delivering a five-year HR Strategy for LCM.
- Lead and manage strategic HR projects, in conjunction with the HR Director.
- Analyse appropriate HR metrics and present these to HR Director and Leadership Team, benchmarking against other organisations.

- Network with other HR professionals within the mission and charity sector.
- Assist the HR Director in delivering leadership development initiatives.

Significantly contribute to the spiritual development of the team:

- Participate in all Team prayer times, leading as delegated.
- Follow the Lord's lead and exercise discernment in all staffing situations and recruitment decisions.
- Champion and role-model LCM's values, encouraging prayer, team spirit and servant-heartedness.
- Demonstrate godly character, role-modelling this to junior members of the team.
- Assist the HR Director in upholding LCM's Christian distinctive and apply HR knowledge in the context of our Christian ethos.
- Enable junior team members to draw on and integrate their Christian faith with their professional work.

Provision of professional operational HR advice, in accordance with organisational values, best HR practice and employment law:

- To assist and advise line managers in dealing with staffing issues within their departments and teams, relating to performance, sickness, conduct and conflict.
- To advise and attend formal hearings as necessary in relation to performance, sickness, or conduct.
- Evaluation of new/amended jobs.
- Facilitate and provide HR advice in relation to re-structurings across the organisation.
- Significantly contribute to the facilitation of strategic organisational change.

Promote best HR practice and ensure all operational HR activities, within their area, are undertaken to a high professional standard:

- Develop effective relationships with staff and leaders across the organisation and gain an understanding of their ministry area.
- Ensure allocated HR projects are managed to completion.
- Ensure all recruitment is carried out swiftly, effectively and within best practice, LCM values and UK employment law.
- Provide recommendations to the HR Director and Leadership Team for changes to policy and practice and significant projects, presenting to the LT as appropriate.
- Ensure all activities relating to Safeguarding are undertaken in a robust, professional and efficient manner, including DBS checks and processes.
- To ensure compliance with UK Visas and Immigration.
- Deliver HR related training, along with other members of the team to line managers, as necessary.

Recruitment to Minister of Religion roles:

- Ensure the proper management of the Missionary Recruitment Process in their area.
- Advise and assist senior Ministry Leaders in assessing the competence and character of potential missionaries and contribute to the discernment process.
- Review and recommend improvements to the process as appropriate.

Contribute to HR Policy development and implementation, taking the lead as delegated:

- Assess and review HR Policy, as delegated & contribute to a policy development plan.
- To lead in the development and implementation of specific policies.
- To be familiar with HR Policy and provide advice to line managers in accordance with it.
- To suggest amendments to HR Policy as appropriate.
- To keep abreast of developments in the profession, organisation and UK and European employment law.
- To contribute professionally in the briefing and/or training of line managers in new/amended HR Policy, as delegated.

Understanding and application of UK and EU employment law:

- To keep up-to-date with changes in UK and EU employment law.
- Apply new employment law to designated areas of responsibility.
- Contribute to the corporate application of UK and EU employment law as delegated.

Managing specific projects:

- To drive specific projects forward, devising realistic implementation plans including important milestones and deadlines and managing their delivery.
- To liaise with relevant parties in relation to specific projects, including Directors, Team Managers and staff representatives, as well as other team members and members of the wider HQ staff.
- To present project implementation plans to the Leadership Team.
- To manage the implementation of projects, ensuring tasks are completed at the appropriate time and progress reported.
- To benchmark projects with other organisations/professional networks.

Person Specification



Job Title:

HR Business Partner

Department:

Human Resources

ATTRIBUTE/SKILL	ESSENTIAL	DESIRABLE
EDUCATION/ QUALIFICATIONS	<ul style="list-style-type: none"> • CIPD qualified 	<ul style="list-style-type: none"> • MCIPD • Post Graduate qualification
AREAS OF PROVEN ABILITY	<ul style="list-style-type: none"> • Substantial proven ability in providing proactive, professional HR advice, to all levels of management, across the full range of operational issues, including recruitment, performance management, conduct issues and sickness issues, applying employment law and best practice. • Proven ability in advising managers through re-structuring & change management. • Proven ability in writing, developing and implementing policy. • Proven ability in managing strategic projects. • Proven ability in dealing with salary structures and job evaluation systems. • Proven ability in delivering training and presentations. 	<ul style="list-style-type: none"> • Experience of working in a mission organisation. • Experience of the voluntary sector. • Experience of working in a Christian organisation.
SKILLS	<ul style="list-style-type: none"> • Thorough and up-to-date knowledge of safeguarding practice and issues, including DBS checking. • Thorough knowledge of immigration issues and practice. • Thorough and up-to-date knowledge of current UK employment law & good HR practice, particularly that relevant to a Christian organisation. • Ability to influence senior leaders in a diplomatic & assertive manner. • Ability to assess spiritual maturity and articulate the gospel message. • Ability and willingness to provide professional expertise and strategic thinking to the organisation wide HR Agenda. • Ability to work as part of a team. • Ability to demonstrate pastoral care. • Ability to use word-processing packages and databases. 	<ul style="list-style-type: none"> • Advanced knowledge of current UK employment law.

PERSONAL QUALITIES	<ul style="list-style-type: none"> • Mature, committed, practising Christian. • Willingness to actively contribute to prayer times, leading team and corporate prayer times regularly. • Commitment to providing quality HR service through teamwork, in line with organisational values, best HR practice and employment law. • Ability to maintain confidentiality • Proactive and enthusiastic. • Commitment to their own and others' continuing spiritual and professional development. 	
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OCCUPATIONAL REQUIREMENT

HR Business Partner

London City Mission is an organisation committed to preaching the Christian gospel to the people of London.

The HR Business Partner has a responsibility to assist the HR Director in developing strategic HR policy and practices in relation to employees and volunteers, to achieve the ministry vision of the London City Mission. These policies need to be aligned with the organisation's Christian ethos. The postholder will be actively involved in assessing the spiritual maturity and gifting of those applying to be missionaries within the organisation, requiring spiritual discernment resulting from a mature Christian faith of their own.

It is essential that the position holder must personally own, communicate and implement the aims and objectives of the Mission, ensuring that the Mission's core beliefs and values are integrated into the employment documentation and practices, being committed to the vision, doctrine and ethos of London City Mission.

The postholder will be required to agree to the Mission's Statement of Faith and Conduct.

On the basis of the above factors we consider there is a prima facie case for an occupational requirement that the postholder be a committed evangelical Christian.

January 2019