

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>HR Director</b>
<b>EMPLOYER:</b>	<b>Sheffield Diocesan Board of Finance</b>
<b>RESPONSIBLE TO:</b>	<b>Diocesan Secretary and Chief Executive</b>
<b>RESPONSIBLE FOR:</b>	<b>HR Adviser</b>

*The Diocese of Sheffield is called to grow a diverse network of Christ-like, lively and sustainable Christian communities in every place which are effective in making disciples and in seeking to transform our society and God's world.*

### **INTRODUCTION**

There is no denying it: these are challenging times in the Diocese of Sheffield. But by the same token, these are exciting times for us.

No-one has any doubt that in 2030 the Church of England in South Yorkshire will look very different from the way it is now — but equally no-one is yet very clear about the shape it will take. Will the whole people of God be mobilised for the whole mission of God? What will morale be like, among key lay and ordained leaders? Will attendance figures be in decline or growing? Will there be more stipendiary incumbents or fewer? Will there be more congregations or fewer?

Even before Covid-19, it was clear that the church communities across our Diocese were facing significant challenges and a need, by the grace of God, for transformational change. In the midst of the pandemic it is already clear that the challenges have become even more urgent. We have much for which to be grateful in the structures and cultures we have inherited from the past; but we know they are not well suited to the journey ahead of us, as we seek to serve, as effectively as we can with shrinking resources, the communities of South Yorkshire and the East Riding and as we seek to bear witness to the Good News of what God has done for the world in the life, death and resurrection of our Lord Jesus Christ.

The Diocese was founded in 1914 and contains the whole of the city of Sheffield, the Borough of Rotherham and the Borough of Doncaster. In addition, it contains much of the Borough of Barnsley and areas of East Yorkshire around Goole. It serves around 1.25 million people in 176 parishes (205 churches and 150 benefices). These parishes are served by 90 stipendiary clergy, around 40 self-supporting ministers and over 400 licensed Readers and other licensed or authorised lay ministers. There are twelve deaneries and two archdeaconries in the Diocese. The Diocese has 40 church schools (39 primary and one secondary) and seeks always to work ecumenically. The central services team, based as Church House, Rotherham, consists of 50 full-time equivalent staff employed by the Diocesan Board of Finance under the direction of the Diocesan Secretary and Chief Executive.

Our vision statement has informed the strategic direction of the Diocese for a decade:

***The Diocese of Sheffield is called to grow a sustainable network of Christ-like, lively and diverse Christian communities in every place which are effective in making disciples and in seeking to transform our society and God's world.***

We long to see sustainable Christian communities in every place. We long to see the Body of Christ grow in depth and in numbers. We long to see every disciple, and the whole Church, better serving our local communities and wider society.

We are clear that in this task we need the professional, specialized support of a skilled HR Director, passionate about developing people and attentive to organizational culture. We long to be a Diocese in which every person created in the image of God has opportunity to realise their potential, in which the full diversity of the people in our communities is reflected in our church congregations, in which the well-being of our employees, office-holders and volunteers is secure, in which clergy and lay leaders facing change and uncertainty know that they are valued, and in which no-one is deliberately or unwittingly excluded from finding their place and making their contribution. It is to assist us in becoming the Diocese we want to be that we are seeking to make this appointment.

## **PURPOSE OF THE ROLE**

The development of our people and of our culture are organisational priorities for The Diocese of Sheffield. The HR Director is therefore a vitally strategic appointment for us. The person in this role, in conjunction with the Bishop's Senior Staff Team (BSST), will be responsible for helping us to reimagine the way we develop and nurture our people, our culture, our structures and our policies.

The HRD will provide strategic direction and expertise across the Diocese and help us to deliver best practice. They will serve as close adviser and thought partner to the CEO and to all members the Bishop's Senior Staff Team with regard to leadership, development, coaching, employee relations, talent acquisition, stakeholder engagement, culture, organisational design and change, performance management, learning and development. The incumbent will also oversee a comprehensive human resources (HR) service to the DBF in respect of its ordained and lay office holders and employees and will provide employment support to parishes and linked organisations.

## **KEY RESPONSIBILITIES**

- Develop and implement a comprehensive people strategy and strategic workforce plan that aligns with the overall mission and strategy of the Diocese, resulting in innovative best practices and policies that will service the needs of the Diocese (clergy, lay and DBF) and help build a high-performing culture of excellence, accountability, transparency and collaboration.
- The HRD will act as a strategic partner to the CEO and the BSST providing insight on the people and cultural impact of all strategic decisions and engaging with all aspects of the organisation. Contributing through challenge and coaching to develop strong, cohesive, talented teams, and providing insightful, innovative thinking and problem solving on critical issues.
- Coach and counsel BSST in developing themselves and their teams to achieve improved performance and engagement. Influence and encourage open, positive and effective development reviews for all Clergy to ensure mutual flourishing and wellbeing throughout the Diocese.
- Provide strategic leadership on all people & culture projects: HR analytics & reporting, talent reviews, training, change management, organisational design, belonging and inclusion.

- Optimise the HR function, modernise and refine key processes and activities aligned toward achieving the strategic objectives of the Diocese.
- Provide the HR advice and presence as required for the formal procedures and measures involving clergy such as discipline, grievance and capability.
- Lead a people strategy that ensures a culture of employee and clergy development, retention and attraction of exceptional talent. Oversee remuneration and reward practices and philosophy to ensure salary benchmarking conducted on a regular basis.
- Develop relationships with the employees and clergy across the Diocese and become someone who is sought for advice and counsel on HR, cultural, and organisational issues.
- Lead the people function to counsel, coach and guide managers and staff in addressing concerns and complaints to ensure fair and equitable treatment, whilst ensuring compliance with regulations and practices. Working with the BSST and CEO to ensure health & wellbeing is prioritised for employees and clergy office holders.

#### **EMPLOYMENT POLICIES AND PROCEDURES**

- Develop new and regularly review existing policies and procedures to ensure they follow legal and best practice guidelines whilst meeting the changing needs of the DBF. Ensure policies and procedures are developed to support good employment practice. Keep senior staff up-to-date with new employment legislation and issues, advising on applicability, implications for current practice and implementation of necessary changes.
- Provide advice, support and direction to senior staff, senior management team and line managers in relation to staff issues ensuring best practice across the DBF.
- Lead on all legal requirements regarding employment, including safer recruitment practices, ensuring best practice is adopted for all roles including office holders. Oversee the recruitment and selection process for all DBF employees, monitoring procedures and ensuring compliance with equality legislation. Emphasising the importance of the values and talents of our people aligning with our work.
- Co-ordinate and advise on the orientation and support of new staff.
- Ensure that Safer Recruitment policies and procedures are followed where applicable and the relevant employees have up-to-date DBS checks & Safeguarding Training to seek to ensure that safeguarding is at the heart of our HR function.

#### **TRAINING AND DEVELOPMENT**

- Manage performance/development review systems for DBF staff, reviewing and monitoring to ensure they remain effective.
  - Ensure that clergy, managers and staff understand the rationale and need for performance /ministerial development reviews that everyone undertaking such reviews is equipped with the

knowledge and skill to conduct them so that they develop the talents and inspiration of our people to further our mission.

- In conjunction with managers, identify the training needs of staff to improve the overall performance of the DBF.
- Be able to offer training to selected groups (im thinking curates, Training incumbents) on specific areas eg interview techniques, line management and supervision etc or whatever you think key here but basically be able to contribute some actual training themselves in key areas on occasion.

#### **CLERGY TERMS OF SERVICE**

- Advise senior staff on employment law as it applies to clergy as well as interpreting EO(ToS)M and how the two interact.
- Advise senior staff on and provide support on appointments, review, and occupational health issues i.e. general advice and on specific cases.
- Provide the HR advice and presence required under certain formal procedures such as grievance and capability.
- Issue relevant Statements of Particulars and related documentation to those under Common Tenure.

#### **Leadership and Management**

- To oversee the strategic direction and- day-to-day work of the HR Team in accordance with good employment practice including but not limited to dealing with recruitment, issues with terms and conditions, grievance and disciplinary matters and performance management.
- To undertake staff appraisals and identify and support the training and development requirements of the Communications Team, to enable all to carry out their roles effectively.
- To act as a representative of the Senior Staff leadership team of the diocese

The postholder may be required to undertake any other duties as appropriate.

## PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	A CIPD professional qualification, Level 5 or above and relevant membership with a commitment to ongoing CPD.	A coaching qualification
Experience	<p>Experience of working in an HR generalist role with good working knowledge of employment legislation and its application in the workplace.</p> <p>At least 2 years' experience of HRM/HRD management at Director level or equivalent.</p>	<p>Experience of HRM/HRD in a Christian context</p> <p>Good experience of change and or project management</p>
<b>Skills and Abilities</b>	<p>Personal authority to liaise with all levels in a complex environment, relating with credibility.</p> <p>Mature approach to senior level teamwork, with a positive attitude towards collaborative working A "can-do" attitude.</p> <p>Significant ability to coach and mentor all levels of staff.</p> <p>Ability to remain calm and professional when communicating in challenging situations.</p> <p>Proven track record of delivering excellent customer service.</p>	

<p>Knowledge</p>	<p>A good working understanding of IT and HR systems and their application in the workplace.</p> <p>Understanding of relevant legal issues e.g. GDPR, HR, health &amp; safety and charity law, and being able to clearly advise on these issues an understanding of parish life and structures.</p> <p>Understanding and ability to work with budgets and forecasts</p> <p>A good understanding of safeguarding practice and requirements</p>	
<p><b>Personal Attributes</b></p>	<p>An understanding and commitment to the ethos and values of the Diocese.</p> <p>High emotional intelligence and ability to understand the human factors involved in the role and the ability to identify potential in people.</p> <p>Derives great satisfaction from ensuring the right people are in the right places to flourish within the organisation.</p> <p>Able to quickly build strong and positive working relationships and establish trust.</p> <p>Emotional intelligence and awareness, with the ability to communicate clearly with different stakeholders with diverging priorities, whilst protecting collegiate relationships.</p> <p>Flexible and adaptable – able to manage many different projects simultaneously.</p> <p>Committed to your own ongoing development and growth as an individual and team member.</p>	<p>A practising Christian</p>