

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	Human Resources Adviser
<b>EMPLOYER:</b>	Oxford Diocesan Board of Finance (ODBF)
<b>DEPARTMENT:</b>	Human Resources & Safeguarding
<b>LINE MANAGER:</b>	Head of Human Resources
<b>ACCOUNTABLE TO:</b>	Director of People
<b>KEY RELATIONSHIPS:</b>	Works closely with the other members of the HR and Safeguarding Department, line managers, staff in Church House and Area Offices, clergy and office holders across the diocese and service providers
<b>LOCATION:</b>	Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF

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The Diocese of Oxford is the Church of England in Berkshire, Buckinghamshire and Oxfordshire. We are a living, growing network of more than a thousand congregations, chaplaincies and schools, working for the common good in every place in one of the great crossroads of the world. Our Christian vision, ethos and principles underpin all that we do and the work of every member of staff.

Oxford Diocesan Board of Finance (ODBF) is organised structurally into six departments: Mission and Ministry (the largest), Human Resources and Safeguarding, Finance, Communications, Property and the Secretariat. Bishop's Council acts as the Board of Directors of the ODBF and is accountable to Diocesan Synod.

Oxford Diocesan Board of Education is a smaller and separate legal entity but is also based in Church House and works very closely with ODBF staff, accountable to Diocesan Synod.

The Human Resources Department supports both the ODBF and ODBE.

Our Church House teams in Kidlington and Area Office teams in Berkshire and Buckinghamshire work closely together to support the mission and ministry of our parishes, providing expert advice and support. Together, we are called to become more Christ-like: contemplative, compassionate and courageous for the sake of God's world. You can find out more about how the diocese is structured and the work of our staff teams at [oxford.anglican.org/on-the-money](http://oxford.anglican.org/on-the-money) and [oxford.anglican.org/annual-review](http://oxford.anglican.org/annual-review).

The Human Resources department supports the diocesan vision and strategy by:

- Developing and implementing consistent and effective diocesan HR policies, systems and practices.
- Working with the leadership team to facilitate organisational change.
- Providing timely and credible advice and guidance to the leadership team regarding recruitment, productivity, management and development of the workforce.

- Enabling the development of the workforce (clergy and lay) by working together with other departments to identify and implement effective learning and development strategies.
- Being a centre of expertise and advice for parishes in employment matters.

## **JOB PURPOSE**

To provide a day-to-day HR service to the ODBF and ODBE managers and employees as well as to Bishop’s Staff and clergy across the diocese by offering good practice HR solutions, for the duration of the employee/office holder cycle through provision of confidential specialist advice and guidance, organisation, administration, data management and customer care.

The post holder will have a particular focus on developing and monitoring HR policies and procedures in line with legislative changes, providing HR support and guidance to various stakeholders, and supporting the Head of HR in delivering a professional, confidential HR service — especially regarding employee and clergy health and wellbeing — ensuring timely and accurate advice to enable effective decision making.

The post holder is expected to carry out the professional duties of an HR Adviser as described below by working in collaboration with other members of the team, under the leadership of the Head of HR.

## **PRINCIPAL ACCOUNTABILITIES**

<b>1.</b>	<b>Provide proactive HR support to parishes, clergy, and diocesan managers, offering timely, accurate, and sensitive guidance</b>	<b>30%</b>
<b>2.</b>	<b>To develop, maintain, and monitor HR policies and procedures to ensure compliance with evolving employment and ecclesiastical legislation, promoting good practice and consistency across the Diocese.</b>	<b>20%</b>
<b>3.</b>	<b>With the Head of HR, ensure that employees and clergy have access to professional and confidential health and wellbeing services, fostering a culture of care, resilience and flourishing across the employee and clergy community.</b>	<b>20%</b>
<b>4.</b>	<b>Contribute to the delivery of wider operational HR activities.</b>	<b>20%</b>
<b>5.</b>	<b>To undertake other agreed tasks that support the work of the HR and Safeguarding Department as well as your own professional development.</b>	<b>10%</b>

## **DUTIES AND RESPONSIBILITIES:**

- 1. Provide proactive HR support to parishes, clergy, and diocesan managers, offering timely, accurate, and sensitive guidance.**
  - Be the first point of contact for HR-related queries from parishes, providing clear, consistent, and timely HR advice across a range of volunteer and employment matters.
  - Support clergy and parish officers in understanding HR best practice and legal obligations, including safer recruitment, absence management, performance, and wellbeing.

- Develop and maintain guidance materials and toolkits to support self-service by parishes and managers.
  - Respond professionally to queries relating to employee and clergy relations, including advice on Terms of Service, ensuring legal compliance of HR processes and procedures.
  - Review the HR aspects of parish applications to the diocesan Development Fund ([Development Fund - Diocese of Oxford](#)) and other diocesan-managed grant schemes.
- 2. To develop, maintain, and monitor HR policies and procedures to ensure compliance with evolving employment and ecclesiastical legislation, promoting good practice and consistency across the Diocese.**
- Foster the fair and consistent treatment of staff and clergy by promoting and supporting the day-to-day use of HR policies, practices and guidance.
  - In conjunction with the Director of People and Head of HR, develop, implement, and regularly review our suite of HR policies, ensuring alignment with current employment and ecclesiastical legislation, and national Church policy and guidance.
  - Keep up to date with legislative changes, case law, and HR best practice, sharing knowledge with the wider HR team accordingly.
  - Maintain and update policy resources on internal platforms, ensuring accessibility and clarity for all users.
  - Provide training and briefings on HR policies and practices for managers, employees, clergy, and parishes.
  - Consult with stakeholders and liaise with legal advisers as necessary to ensure policies are legally compliant and reflect diocesan values.
  - Ensure that policies promote dignity and respect, equity, diversity, and inclusion, and are underpinned by the Diocesan values of contemplation, compassion and courage.
- 3. With the Head of HR, ensure that employees and clergy have access to professional and confidential health and wellbeing services, fostering a culture of care, resilience and flourishing across the employee and clergy community.**
- Be the first point of contact for employees, clergy, Bishop's Staff and office holders across the diocese for HR-related queries about health and wellbeing.
  - In situations of ill health and absence management, proactively signpost employees, clergy and managers to the diocesan occupational health and wellbeing providers. This includes ensuring that they follow referral processes and encouraging them to take a self-service approach, where appropriate.
  - Advise, upskill and instil confidence in line managers of clergy and employees to help their direct reports to thrive in the workplace.
  - Maintain organisational awareness of wellbeing initiatives, preventative practices and helpful resources by working closely with colleagues in the Staff Representatives Group, the Communications Department and the Continuing Ministerial Education team, as well as with the occupational health and wellbeing providers.
  - Design and deliver training sessions on health and wellbeing matters.
- 4. Contribute to the delivery of wider operational HR activities.**
- Support team members and initiatives that contribute to the continuous improvement of HR services including:

- Partner with the HR Adviser (Recruitment and Development) on the recruitment, selection and appointment of all those who work for the Oxford Diocesan Board of Finance and the Oxford Diocesan Board of Education to ensure that we secure the best employees through fair and consistent processes. This includes:
  - Administration of recruitment and selection processes and documentation; participation in interview panels; delivering training/coaching for those interviewing.
  - Ensuring that safer recruitment processes are adopted; developing creative ways of attracting the widest pool of potential candidates.
  - Ensuring that induction and probation requirements are undertaken by line managers and that appropriate HR records are kept.
- Partner with the HR Adviser (Recruitment and Development) to implement learning and development practices that enable professional growth for staff. This includes:
  - Advising and supporting line managers and employees to access learning and development opportunities.
  - Undertaking training administration by liaising with course providers and facilitators before and after events.
  - Capturing and monitoring feedback from staff and facilitators in order to inform future programmes.
  - Producing as required course overviews and arrange promotion, internally and/or externally.
  - Updating Learning and Development intranet pages to ensure effective communication of learning and development opportunities.
  - Creating new content, including social media, exploring opportunities to shape how we use technology to reduce costs and reach all employees in new and creative ways.
- Support the HR Business Partner (Contractual Relations) with contractual and employee relations matters. This includes:
  - Building effective relationships with managers at all levels and developing a good understanding of their work to be able to equip them with appropriate tools and knowledge to effectively manage their people in the areas of contractual relations.
  - Developing and maintaining healthy relationships with staff representatives to secure employee engagement and involvement in organisational processes.
  - In conjunction with other members of the HR team, the communications department and IT support, maintaining up-to-date information on the Diocesan webpages and MS Teams in the areas of contractual relations and respond to queries relating to these HR pages.
  - Supporting Heads of Department and line managers with the implementation of organisational development and change processes, including participation in formal procedures, minute-taking and other change management activities.

**5. To undertake other agreed tasks that support the work of the HR and Safeguarding Department, as well as your own professional development.**

- Maintain manual, electronic and web-based HR resources by keeping up to date with developments in employment and ecclesiastical legislation.
- Ensure technical knowledge and competency to the required professional level and take a proactive approach to continuous professional and personal development.
- Be a role model for equality, diversity and inclusion (EDI) across the diocese and champion diocesan efforts to welcome under-represented and minoritised groups.
- Ensure that diocesan work in improving EDI, both for clergy and for staff, is integrated into all your activities, working in close collaboration with diocesan EDI advisers.
- Champion the highest level of safeguarding policy, practice and culture development, adhering to diocesan and national provisions/requirements.
- Carry out any other duties and responsibilities as required in line with operational needs.
- Embody and promote the three diocesan values of contemplation, compassion and courage.
- Comply and fully cooperate with Diocese of Oxford policies, including:
  - health and safety
  - dignity and respect in ministry and at work
  - wellbeing
  - Equality, Diversity and Inclusion
  - GDPR
  - Safeguarding
- Participate in the Diocese of Oxford performance management processes.

## **PROFESSIONAL STANDARDS - KNOWLEDGE, SKILLS AND COMPETENCIES**

### **Knowledge and Qualifications**

#### **Essential**

- In-depth knowledge of HR policy development and implementation
- Qualified to CIPD Level 5, or CIPD associate membership by assessment, or commensurate level of relevant HR experience
- Up-to-date understanding of employment legislation and HR best practice
- Understanding of the HR profession and its role within an organisation
- Understanding of the importance of maintaining accurate and confidential records
- Awareness of data protection and confidentiality requirements

#### **Desirable**

- Awareness of ecclesiastical legislation
- Understanding and awareness of Church structures

### **Experience**

#### **Essential**

- Prior experience in a generalist HR environment, in particular:
  - Understanding and awareness of Church structures
  - Writing and implementing HR policies and procedures

- Experience in supporting managers across a variety of departments at different levels in all aspects of HR including recruitment and selection, performance management learning and development and employee relations.
- Supporting wellbeing and health related initiatives
- Developing and implementing both manual and electronic administrative systems
- Confident use of an electronic HR management system
- Providing effective and customer focussed administrative support
- Handling confidential and sensitive information

### **Technical and applied skills**

#### **Essential**

- Strong written and verbal communication skills
- Ability to translate employment legislation into practical guidance
- Excellent time management and organisational skills
- Flexibility towards managing priorities and work generally
- Ability to maintain accuracy in a high-volume environment
- Ability to work on own initiative with minimum supervision
- Proficient IT skills including use of HR management information systems and Microsoft Office applications, use of internet and social media for work purposes

### **Personal qualities**

#### **Essential**

- A pragmatic and 'can do' attitude, along with energy and enthusiasm
- Collaborative and a good team player
- Empathy and sensitivity in handling sensitive issues
- Professional integrity and confidentiality
- Drive to deliver excellent customer service
- Problem solver and results driven
- Commitment to continuous learning and development
- Understanding of, and empathy for, the work of the Church of England, as well as ability to subscribe to the organisation's Christian ethos and values

#### **Desirable**

- Engagement with the life of the Church

## GENERAL INFORMATION

Band	Salary Band K
Remuneration	Salary Scale: £40,041.20 - £43,120.75 pro rata per annum, dependant on experience
Hours of work	22 hours per week (0.6 FTE) with regular hours and days agreed, Monday to Friday, but a flexible approach to working is required.
Place of work	Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF
Holidays	<p>Your annual leave entitlement is broken down as follows:</p> <ul style="list-style-type: none"> <li>• During the first year of your employment with us you are entitled to 25 days' annual leave per annum.</li> <li>• During the second year, up to and including the fifth year of employment, you will be entitled to 1 day of extra annual leave per consecutive year.</li> <li>• In the sixth year and thereafter, you will be entitled to 30 days' annual leave per annum.</li> </ul> <p>The above annual leave entitlement is calculated on a pro-rata basis for part-time employees.</p> <p>In addition, you are entitled to the usual United Kingdom public holidays.</p> <p>Furthermore, the Board gives three discretionary holiday days to its employees, namely: Ascension Day, Maundy Thursday and Christmas Eve. It is recognised that some roles may be required to work from home on these days as and when the Board requires it.</p>
Pension Provision	<p>It is a statutory requirement for ODBF to automatically enrol employees into an appropriate Pension scheme of our choice. In our case, this is the Church of England Pensions Board Pension Builder 2014 scheme. Information can be sought from the Church of England website:</p> <p><a href="https://www.churchofengland.org/sites/default/files/2017-11/2017-pb-2014-booklet-v-11.pdf">https://www.churchofengland.org/sites/default/files/2017-11/2017-pb-2014-booklet-v-11.pdf</a></p>
Probation period	Six months, during which time progress is regularly reviewed and the period may be extended.
Notice period	During probation, 1 month and thereafter, 3 months from either side or the statutory minimum (whichever is greater).
Circumstances	<ul style="list-style-type: none"> <li>• Travel within the Diocese of Oxford.</li> <li>• Travel to national and regional training and networking events.</li> <li>• May be required to work occasional evenings and undertake occasional overnight stays.</li> </ul>

### **NOTE:**

The current main duties and responsibilities of this post are outlined in this job description. The list is not meant to be exhaustive. The need for flexibility shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

It is the practice of the Diocese of Oxford to review job descriptions annually to ensure that they relate to the role as being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the line manager in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

**Review date:** At the end of the probationary period and thereafter as part of the annual review process.

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_ / \_\_\_\_ / 2025