DIOCESE of OXFORD
A Christ-like Church for the sake of God's world

JOB TITLE:	HR & Payroll Officer
GRADE:	Band L
EMPLOYER:	Oxford Diocesan Board of Finance (ODBF)
DEPARTMENT:	Human Resources & Safeguarding
LINE MANAGER:	Head of HR
ACCOUNTABLE TO:	Director of People
RESPONSIBLE FOR:	N/A
LOCATION:	Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF

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 and Area Office teams work closely 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 and oxford.anglican.org/annual-review.

The HR Department helps to bring the diocesan vision and strategy to life by:

- Shaping and delivering people policies, systems and practices that are consistent, effective and seek to bring out the best in our people.
- Partnering with leaders to navigate change and strengthen organisational effectiveness.
- Providing practical, trusted advice on recruitment, engagement, performance, workforce planning, employee relations and equality, diversity and inclusion.
- Supporting the growth and development of clergy and lay colleagues by working collaboratively to design and deliver impactful learning and development opportunities.
- Acting as a valued source of expertise and support for parishes on employment and people matters.

JOB PURPOSE

Under the leadership of the Head of HR, the HR & Payroll Officer is part of a collaborative and professional team who partners with employees, clergy, managers and senior leaders to enable them to do their best work through reliable, confidential and people-centred HR and payroll support that reflects the mission and ethos of the Diocese.

As the first point of contact for payroll-related matters, the post holder is responsible for the accurate and timely administration of payroll and benefits processes for both employees and clergy, ensuring compliance with statutory requirements, maintaining robust controls and procedures, and meeting key monthly and annual deadlines. Working collaboratively with internal and external stakeholders, especially with the Finance Department, the role contributes to the continuous improvement of HR and payroll systems, processes and service delivery.

Additionally, by providing trusted advice, practical solutions and excellent service, the post-holder plays a key part in delivering learning and development, recruitment, onboarding, performance and employee relations activities that enable individuals and the organisation to succeed.

PRINCIPAL ACCOUNTABILITIES

1.	**To administer employee and clergy payrolls including stipends, pension, grants, expenses, and other elements by developing and maintaining effective administrative systems and working collaboratively with our outsourced payroll providers**	**40%**
2.	**To develop and implement learning and development initiatives that empower employees to grow, develop their skills and achieve their full potential.**	**20%**
3.	**To be responsible for the delivery of the strategic recruitment campaigns by planning recruitment activities, onboarding and departures in collaboration with line managers and senior clergy**	**15%**
4.	**Oversee the smooth running of the employee annual performance review and clergy ministerial development review (MDR) processes.**	**15%**
5.	**To undertake wider agreed tasks that support the work of the department as well as their own professional development.**	**10%**

DUTIES AND RESPONSIBILITIES:

1. **To administer employee and clergy payrolls including stipends, pension, grants, expenses, and other elements by developing and maintaining effective administrative systems and working collaboratively with our outsourced payroll providers**

- Be the main point of contact for all payroll, pension, benefits and absence queries for the diocese, ensuring timely and accurate delivery of both employee and clergy payroll services

- Process end-to-end employee payroll, including starter and leaver information, contractual changes, liaising with our outsourced payroll provider, applying relevant legislation, service conditions and professional judgement to ensure payroll integrity.
- Administer clergy and lay workers stipends, pensions and National Insurance contributions by working closely with area office staff and the clergy payroll team
- Be the main point of contact for area office colleagues for movement forms and People System - the single database for the National Register of Clergy
- Work with Finance team to provide payroll and pension data for monthly journals, annual budgets, monthly forecasts and other reports as requested
- Assist with developing systems of internal control for payroll services
- Prepare and disseminate the annual cost of living communications, taking relevant follow up actions with both clergy and employee payroll services
- Administer other aspects of employee and clergy benefits including:
    - Incremental pay awards from annual reviews
    - Grants
    - Long service payments
    - Sickness absence and pay arrangements
    - Family friendly leave and pay arrangements
    - Removal payments
    - Benefit in Kind schemes
- To administer reimbursement for expenses and services conducted by Clergy and Lay workers in interregna and sickness

2. To develop and implement learning and development initiatives that empower employees to grow, develop their skills and achieve their full potential.

- Lead the development, promotion, monitoring and evaluation of an internal ODBF and ODBE training programme for staff.
- Advise and support line managers and employees to access any learning events.
- Deliver Safer Recruitment and People Management training as and when required.
- Support new line managers in accessing appropriate training and learning.
- Coordinate and oversee training administration by liaising with course providers and facilitators in pre and post-events.
- Capture and monitor feedback from staff and facilitators in order to inform future programmes.
- Produce as required course overviews and arrange promotion, internally and/or externally.
- Develop and maintain learning and development SharePoint pages to publicise training events and development opportunities.
- Create 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.
- Undertake training and development projects, implementing and maintaining as required to promote a culture of learning across the Diocese.
- Report and analyse learning and development activities and data across the organisation as required.
- Develop and maintain individual training records in iTrent (the HR Management Information System).

3. **To be responsible for the delivery of the strategic recruitment campaigns by planning the recruitment activities, onboarding and departures in collaboration with line managers and senior clergy.**

- In collaboration with the relevant recruiting manager:
  - Advise in the production of job descriptions and person specifications including reflecting on evolving business needs and ensure consistency across all departments.
  - Advise on safer recruitment processes that are fair, inclusive and in line with our values, including any implications from the Equality Act 2010.
  - Lead the thinking and delivery on attracting diverse candidates, especially from underrepresented groups using the appropriate media tools and panels.
  - Liaise with the advertising and recruitment agencies/head-hunters to promote vacancies and the Diocese of Oxford as an employer of choice.
  - Oversee the whole recruitment process, ensuring that it runs smoothly.
  - Act as a full interview panel member for appropriate roles, including advising panel members of any HR issues which arise, ensuring the process is conducted fairly and in accordance with current employment practice.
- Develop and maintain a suite of document templates across the Diocese relating to recruitment, onboarding, induction, probation and off-boarding.
- Ensure DBS clearances are obtained by working with the Safeguarding, HR & DBS Administrator, the DBS counter signatory, for appropriate staff employed by the ODBF or ODBE and advise others on the process as appropriate.
- Provide advice to recruiting managers regarding right to work in the UK and be the key contact with UK Visa and Immigration for sponsor licence related matters.
- In liaison with the Area Offices, ensure our clergy recruitment processes are safe and escalate any issues to do with the Pathway scheme if and when relevant.
- Provide advice and guidance to ensure safer recruitment and management of our volunteers including any implications from the Equal Opportunities Act 2010.
- Oversee the induction and probation processes for starters, and exit processes for leavers, ensuring managers follow through their responsibilities and they meet organisations' needs.
- Organise and conduct (where appropriate) exit interviews for departing employees and ensure feedback is reflected in organisational processes.

4. **Oversee the smooth running of the employee annual performance review and clergy ministerial development review (MDR) processes**

- Ensure the smooth running of the Annual Review process for staff and advise line managers and employees on any related issues
- Develop and deliver training relating to annual reviews and performance management to line managers and new employees.
- Monitor HRMIS or any other system to ensure annual reviews that have taken place. Identify any learning/ training needs that have come out of the annual review process are recorded and appropriate follow up action taken including support in identifying relevant courses and providers.
- Advise line managers and employees on any follow-up actions required and work with them to achieve positive outcomes.
- Provide reports on the annual review process and progress as required.
- Support the Director of People with the management of the MDR system for clergy.

- Liaise with the Area Offices regarding the MDR-related processes, including the safer recruitment of the Bishops' reviewers and their onboarding.
- Contribute to any reviews of the MDR scheme as and when needed.

5. To undertake wider agreed tasks that support the work of the HR and Safeguarding department as well as their own professional development.

- Maintain manual, electronic and web-based HR and payroll resources in their area of work by keeping up to date with developments in employment, ecclesiastical, and payroll legislation.
- Ensure technical knowledge and competency to the required professional level and take a proactive approach to continuous professional and personal development (CIPD/CIPP).
- To carry out any other related duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training, as agreed by the line manager.
- Take a proactive approach to continuous professional and personal development by embracing training and other development opportunities.
- Participate in the ODBF performance management processes.
- Comply and fully cooperate with ODBF policies including:
    - Health and safety
    - Dignity and respect in ministry and at work
    - Equality, diversity and inclusion
    - GDPR
    - Safeguarding

DIMENSIONS

To deliver an accurate, compliant and customer-focused HR and payroll service across the diocese, ensuring statutory, contractual and organisational requirements are met. The team provides HR and payroll support to approximately 135 employees and supports the clergy payroll function of Church Commissioners to pay stipend to approximately 389 members of clergy.

PLANNING & ORGANISATION

- To prioritise duties in order to meet prescribed deadlines
- To support an effective HR service by:
    - Dealing with incoming and outgoing correspondence
    - Developing and maintaining appropriate systems to ensure that all matters are dealt with in a timely manner by the department
    - Responding to all enquiries in an efficient, helpful and professional manner, ensuring that queries are responded to effectively and efficiently
    - Maintaining accurate and up-to-date departmental information, including electronic and manual records and reports
- Manage the whole recruitment process, ensuring that it runs smoothly

DECISIONS

- Input and maintain effective data processing and administrative systems
- Use initiative to enable progress within their area of work
- Influence decision making by providing accurate and timely information and data
- Ensure compliance with employment, ecclesiastical and HMRC legislation in their work
- Influences decision-making by providing accurate and timely advise, guidance, information and data
- Responds to requests from Bishops, Archdeacons, Line Managers, staff and clergy for advice, training and briefing about issues relating to their area of work.

CONTACT WITH OTHERS

INTERNAL:

- Employees of ODBF and ODBE
- Bishops, Archdeacons and Associate Archdeacons
- Temporary Workers/ Volunteers
- Clergy and Lay Officers in the Diocese of Oxford
- Line Managers at all levels across ODBE & ODBF

EXTERNAL

- HR and payroll colleagues from other dioceses or National Church Institutions (NCIs)
- Colleagues in clergy payroll services and pensions board within Church Commissioners
- Outsourced payroll provider
- External pension scheme providers
- Interview panel members
- Recruitment and advertising agencies
- Bishops Reviewers
- Training Providers
- Companies/ organisations that provide professional services to the diocese, such as: learning and development consultancy, employment law and ecclesiastical law solicitors, HMRC and payroll advisers, occupational health, counselling services and EAP provider.

PROFESSIONAL STANDARDS - KNOWLEDGE, SKILLS AND COMPETENCIES

Essential

- Sound knowledge of generalist payroll processing, HR administration and service delivery within an organisational environment.
- Up-to-date knowledge of UK employment legislation, HR best practice, and HMRC requirements relating to tax, National Insurance, statutory deductions and statutory payments.
- Understanding of the role of HR in supporting organisational objectives and delivering a high-quality employee experience.
- Knowledge of data protection, confidentiality requirements, and the importance of maintaining accurate and compliant employee records.
- Minimum of three years' experience in a generalist HR and/or payroll administration.

- Experience supporting managers and employees across a range of HR activities, including recruitment, onboarding, employee relations, performance management, and learning and development.
- Experience of payroll administration and payroll systems.
- Experience using payroll systems, HR management systems and maintaining accurate electronic employee records.
- Experience developing, maintaining and improving administrative systems and processes.
- Experience providing high-quality, customer-focused administrative support.
- Experience handling sensitive and confidential information with discretion.
- Strong IT skills, including HR and payroll systems and Microsoft Office applications, particularly Excel, Word and Teams.
- Excellent organisational and time-management skills, with the ability to manage competing priorities and meet deadlines.
- High levels of accuracy and attention to detail, particularly when working with payroll, employee data and numerical information.
- Strong interpersonal, written and verbal communication skills.
- Ability to work independently, use initiative and solve problems effectively.
- Ability to maintain confidentiality and exercise sound judgement when dealing with sensitive matters.
- Flexible and adaptable approach, with the ability to respond to changing priorities.
- Positive, proactive and pragmatic approach, with a strong sense of accountability and ownership.
- Self-motivated and able to perform effectively under pressure.
- Strong customer-service focus and commitment to delivering a high-quality HR and payroll service.
- Collaborative team player with the ability to build positive working relationships.
- Understanding of and sympathy with the mission, values and Christian ethos of the Church of England.

Desirable

- CIPD and/or CIPP membership or relevant professional qualification.
- Experience using the MHR iTrent HR and Payroll Management System.
- Experience liaising with external payroll, pension and HR service providers.
- Experience of pension administration, including the Teachers' Pension Scheme.
- Awareness of ecclesiastical legislation and its application within a Church context.
- Understanding of Church of England structures and governance.
- Active engagement with the life and work of the Church.

GENERAL INFORMATION

Band	Salary Band L
Remuneration	Salary Scale: £37,751.95 - £40,655.94 per annum
Hours of work	37 hours per week 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	Your annual leave entitlement is broken down as follows: - During the first year of your employment with us you are entitled to 25 days' annual leave per annum. - During the second year, up to and including the sixth year of employment, you will be entitled to 1 day of extra annual leave per consecutive year. - In the sixth year and thereafter, you will be entitled to 30 days' annual leave per annum. The above annual leave entitlement is calculated on a pro-rata basis for part-time employees. In addition, you are entitled to the usual United Kingdom public holidays. Furthermore, the Board gives three discretionary holiday days to its employees, namely: Ascension Day, Maundy Thursday and Christmas Eve.
Pension Provision	It is a statutory requirement for ODBF to automatically enrol employees into an appropriate Pension scheme of our choice. Our scheme is the Church of England 'Pension Builder 2014' (PB 2014). Information can be sought from the Church of England website: https://www.cofepensionsboard.org/pensions/pension-schemes/cwpf-pension-builder-2014 We operate our auto-enrolment pension scheme as a Pension Salary Exchange (PSE) scheme. This means you will exchange your 5% annual salary pension contributions for additional employer contributions reducing your tax and national insurance payments.
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	• Travel within the Diocese of Oxford. • Travel to national and regional training and networking events. • May be required to work occasional evenings and occasional overnight stays in relation to training. • Commitment to the mission of the Church of England and ability to subscribe to the companies' Christian ethos and values.

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 ODBF to review job descriptions annually to ensure that they relate to the role as then 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: ……