



## DIOCESE OF BRENTWOOD

Job Title	HR/PA/Payroll Assistant
Parish/Department/Location	Cathedral House
Reports To	HR Manager & Director of Finance
Hours of Work (per week)	Full or Part Time will be considered
Contract Type	Permanent

<p><b>Overall Job Purpose</b></p> <ul style="list-style-type: none"> <li>• To provide HR support to all central Diocesan departments, Parishes and employees on all aspects of HR, and to develop, improve and manage HR policies, processes and procedures.</li> <li>• To provide high quality secretarial support including minute taking, distributing of papers and post meeting follow up as required at monthly Board Meetings.</li> <li>• To run the monthly payroll and ensure timely delivery of payroll information to the Director of Finance.</li> </ul>	
<p><b>Main Responsibilities</b></p>	
<p><b>HR</b></p> <ul style="list-style-type: none"> <li>• Support the HR Manager with daily HR duties and specific HR project work.</li> <li>• Provide high quality administrative support to the HR Manager.</li> <li>• Process all new starters and leavers including production of employment contracts, drafting offer letters, undertaking pre-employment screening such as reference requests, right to work checks, leaver letters and calculation of holiday.</li> <li>• Process all paperwork associated with employment changes and variations to contracts.</li> <li>• Assist with any recruitment administration, job adverts, job description including aiding clergy and line managers to review roles and accompanying job profiles.</li> <li>• Support the HR Manager with all additional HR administration requirements.</li> <li>• Create and maintain all employee files (electronic and paper), ensuring archiving of leavers and cleansing of information held in line with Data Protection/GDPR.</li> <li>• Understand how the HR team supports the wider objectives of the Diocese.</li> <li>• Build and maintain strong relationships with clergy and colleagues across the Diocese.</li> <li>• To assist with managing systems to support and monitor employee and clergy wellbeing.</li> <li>• Ensure the appropriate HR authorization process has taken place.</li> <li>• Monitor and reply to queries in the HR and Payroll inbox.</li> <li>• Support the administration of HR statistics for the HR &amp; Diversity Committee.</li> <li>• To support the Parishes providing advice and guidance.</li> <li>• Minute taking – HR Disciplinary/Grievance/Investigatory meetings.</li> </ul>	
<p><b>PA</b></p> <ul style="list-style-type: none"> <li>• Provision of efficient and accurate secretarial and administrative support at Board and Sub Committee Meetings.</li> <li>• Arrangement of Board and sub-committee meetings including minute taking, liaising with attendees as appropriate, ensuring papers are distributed on a timely basis.</li> <li>• Upkeep and monitor of actions and decision logs.</li> </ul>	
<p><b>Payroll (if required training will be provided)</b></p> <ul style="list-style-type: none"> <li>• Process monthly end to end payroll (normally 1-2 days a month), including starters, leavers, statutory year end returns, P45;s and P60's via SAGE system (approximately 194 members staff).</li> <li>• Complete maintenance and compliance of pension records as required by the Diocesan Pension Scheme Administrators, Teachers Pensions, and Auto Enrollment.</li> <li>• Deal with employee salary and payroll queries.</li> <li>• Maintaining compliance with HMRC.</li> <li>• Assist with entering variable overtime payments, adjustments, special payments, deductions, statutory rules relating to SSP, SMP, SAP or SSP, redundancy payment and any other aspects of payroll processing.</li> </ul>	

- Liaise with Parish Priests and Line Managers ensuring the relevant authorization is obtained for overtime payments as required.
- Monthly payroll reconciliation.
- Arrange 3<sup>rd</sup> party payments such as county court judgements.
- Any other payroll duties as required by the Diocese.

**Notes:**

- You will be expected to produce work to a high standard and to promote quality at all times.
- You will be expected to adhere to the policies and procedures of the Diocese of Brentwood.
- The post holder may have access to confidential data. Disclosure of confidential information to any unauthorised person may lead to disciplinary action which could ultimately lead to dismissal.
- You will be expected to participate in a staff appraisal scheme for yourself and staff you manage where applicable.
- If you are a member of a professional/regulatory body you will be required to abide by the relevant professional Code of Conduct
- Smoking is not permitted while on duty or in uniform (where this is worn).
- Employees must be prepared to work flexibly to meet the changing needs of the organisation.

**EQUAL OPPORTUNITIES**

The Diocese of Brentwood operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity policies in relation to employment and service delivery.

**CHANGES TO THIS JOB DESCRIPTION**

- Any changes to job descriptions must be operationally required and approved with the staff member, line manager and then authorised by the Senior Manager and HR.
- Master copies of all job descriptions are held on the HR Database, therefore any changes must be sent to HR for review and filing.
- No changes can be made to generic job descriptions without all post holders being consulted and in agreement with the HR.
- The above job description does not purport to be an exhaustive list of duties and responsibilities. The post-holder will be expected to undertake additional duties as the requirements of the post change.

**Date of Job Description:**

Post-holder in receipt and agreement of job description:

Signature .....

Name (please print).....

Manager's Signature .....

Name (please print).....

Review date .....

**Person Specification**  
**(Personal attributes essential to performing role: e.g. skills, competencies, expertise, knowledge, experience.)**

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
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EDUCATION AND QUALIFICATIONS		
Good general education GCSE English and Maths at Grade C or above (or equivalent)	✓	
CIPD or CIPP Qualification		✓
Secretarial Qualification such as RSA, Pitmans		✓

SKILLS, EXPERIENCE & KNOWLEDGE		
You will be required to have effective computer and IT skills, including extensive use of Microsoft Office, word and Excel	✓	
Demonstrable experience providing PA and HR support at all levels of the organisation	✓	
Excellent accuracy and attention to detail	✓	
Minute taking including preparation and distribution of Board papers as required		✓
Experience of collating and analysing data to provide HR reports		✓
Experience of payroll processing		✓
Working knowledge of payroll systems such as SAGE 50		✓
Good interpersonal skills and the ability to handle queries from a wide range of people	✓	
The ability to handle sensitive issues and confidential information with tact, discretion and diplomacy	✓	
Sympathetic listener able to detect underlying issues and respond to, understand and feedback	✓	
Ability to manage relationships through influencing, collaboration, and liaising.	✓	
Shows a willingness to learn from others and increase own knowledge base	✓	
Takes responsibility for own tasks and proactively looks for opportunities to increase responsibility	✓	
Plans own time to meet deadlines and is flexible when priorities change	✓	
Up to date knowledge of current employment legislation and HR best practice including GDPR	✓	

ADDITIONAL REQUIREMENTS/INFORMATION <i>(e.g. hours, shift work, travel)</i>		
Understanding of, and empathy for, the mission and ethos of the Catholic Church, the Bishop of Brentwood and the Priests and laity of the Diocese.	✓	
Ability to travel to all Diocesan sites and others that are deemed necessary in fulfilling the role.	✓	

Date of Completion of Job Description (month and year)	<b>April 2022</b>
Name & Role of Job Description Content Creator	<b>HR Manager</b>

For further information please contact HR by emailing [hr@dioceseofbrentwood.org](mailto:hr@dioceseofbrentwood.org)