

Diocese of Brentwood

JOB DESCRIPTION

JOB TITLE: HR Administrator
DEPARTMENT: Human Resources
LOCATION: Cathedral House
RESPONSIBLE TO: HR Manager

OVERALL PURPOSE OF JOB:

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. To assist with managing systems to support and monitor Employee and Clergy well-being.

MAIN RESPONSIBILITIES:

- Maintain effective working relationships with senior managers and clergy
- Support HR manager in all aspects of HR administration.
- Provide administrative support for the annual appraisal processes
- Provide administrative support in respect of employee relations casework including dispute resolution, grievance and disciplinary processes
- Arrange interviews and selection meetings and provide administration for the recruitment, selection and appointments processes
- Provide support in respect of induction process for new employees
- Prepare letters, contracts and staff/clergy handbooks
- Prepare payroll documentation for process by payroll administrator
- Recording, tracking and checking of absence levels
- Support staff training
- Maintain personnel records
- Work with external consultants when required (HR, Legal and Pensions Consultants)
- Preparation and distribution of Board papers as required;
- Any other duties as reasonably required by management

Notes:

1. You will be expected to produce work to a high standard and to promote quality at all times.
2. You will be expected to adhere to the policies and procedures of the Diocese of Brentwood.
3. 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.
4. You will be expected to participate in a staff appraisal scheme for yourself and staff you manage where applicable.

5. If you are a member of a professional/regulatory body you will be required to abide by the relevant professional Code of Conduct
6. Smoking is not permitted while on duty or in uniform (where this is worn).
7. 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

1. 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.
2. Master copies of all job descriptions are held on the HR Database, therefore any changes must be sent to HR for review and filing.
3. No changes can be made to generic job descriptions without all post holders being consulted and in agreement with the HR.
4. 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 – HR Administrator

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION AND QUALIFICATIONS		
GCSE grade 5 (C) or above in 5 subjects incl. English and Maths	✓	
CIPD Qualified to Level 3 or working towards		✓
SKILLS AND EXPERIENCE		
Demonstrable experience providing HR support at all organisation levels	✓	
Experience of collating and analysing data to provide HR reports	✓	
Knowledge of full cycle recruitment processes	✓	
Proficient Microsoft Office user (MS Word, Excel, Powerpoint)	✓	
Understanding of payroll cycles;		✓
Excellent accuracy/attention to detail	✓	
The ability to multi-task, prioritise and streamline work processes.	✓	
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 and diplomacy	✓	
Sympathetic listener able to detect underlying issues and respond to, and understand, feedback	✓	
Ability to manage relationships through influencing, collaborating and liaising	✓	
Experience of payroll processing		✓
KNOWLEDGE		
Thorough understanding of all HR processes	✓	
A good knowledge of Microsoft Word, Excel, PowerPoint and Outlook	✓	
Up to date knowledge of Immigration and Safeguarding related legislation		✓
Up to date knowledge of current employment legislation and HR best practice (including GDPR)	✓	
ADDITIONAL REQUIREMENTS/INFORMATION (e.g. hours, shift work, travel)		
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.	✓	