

## Head of Human Resources Application Pack



Enquiries:

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Salford Roman Catholic Diocesan Trustees Registered Charity  
Registered Charity No. 250037

# Introduction



Dear Applicant

We would like to take this opportunity to thank you for your interest in the role of Head of Human Resources at the Diocese of Salford.

The Head of Human Resources is part of the Professional Support Services Leadership team. They will be responsible for developing and deploying the People Agenda for the diocese encompassing all aspects of the employee lifecycle, providing HR support, advice and guidance to the diocese and the subsidiary companies. They will support strategic objectives for the department, develop and implement new and existing policies and procedures to ensure a complete and effective HR solution for the Diocese.

The incumbent will play a leading role in ensuring our diverse diocesan communities operate collaboratively in a people focussed environment where wellbeing is paramount, and diversity of skills is valued.

We are seeking an experienced HR professional, with chartered membership of the CIPD and/or a Level 7 diploma in HR Management. The successful candidate will have general, substantive HR leadership experience, preferably gained in a multifaceted organisation and be able to work with sympathy towards and respect for the values and ideals of the Church.

We look forward to receiving your application and learning how your skills, qualities and experience align to this role.

Yours sincerely

Pauline Morgan  
COO & Financial Secretary



# The Diocese



You will cover the whole geographical area of the Diocese of Salford, which serves 109 parishes across Greater Manchester - north of the Mersey - and Lancashire, including Blackburn and Burnley.

The diocese employs 165 staff, half of whom are parish based with other colleagues being predominantly based in our curial offices and some located in other diocesan sites.

In addition there are approximately 90 staff working for SDC Trading Ltd our subsidiary company - the majority of whom work variable hours in our parish centres and clubs.





# Professional Support Services

The Professional Support Services Mission Statement encompasses the diocesan vision of colleagues collaborating and working together across all diocesan communities to support the Bishop in his role of governance:

‘To create and establish one Professional Support team, that brings all colleagues from parishes, diocesan support services and the curia together, to assist the Bishop in his role of governance and serve and enable the diocese in every aspect of its journey.’

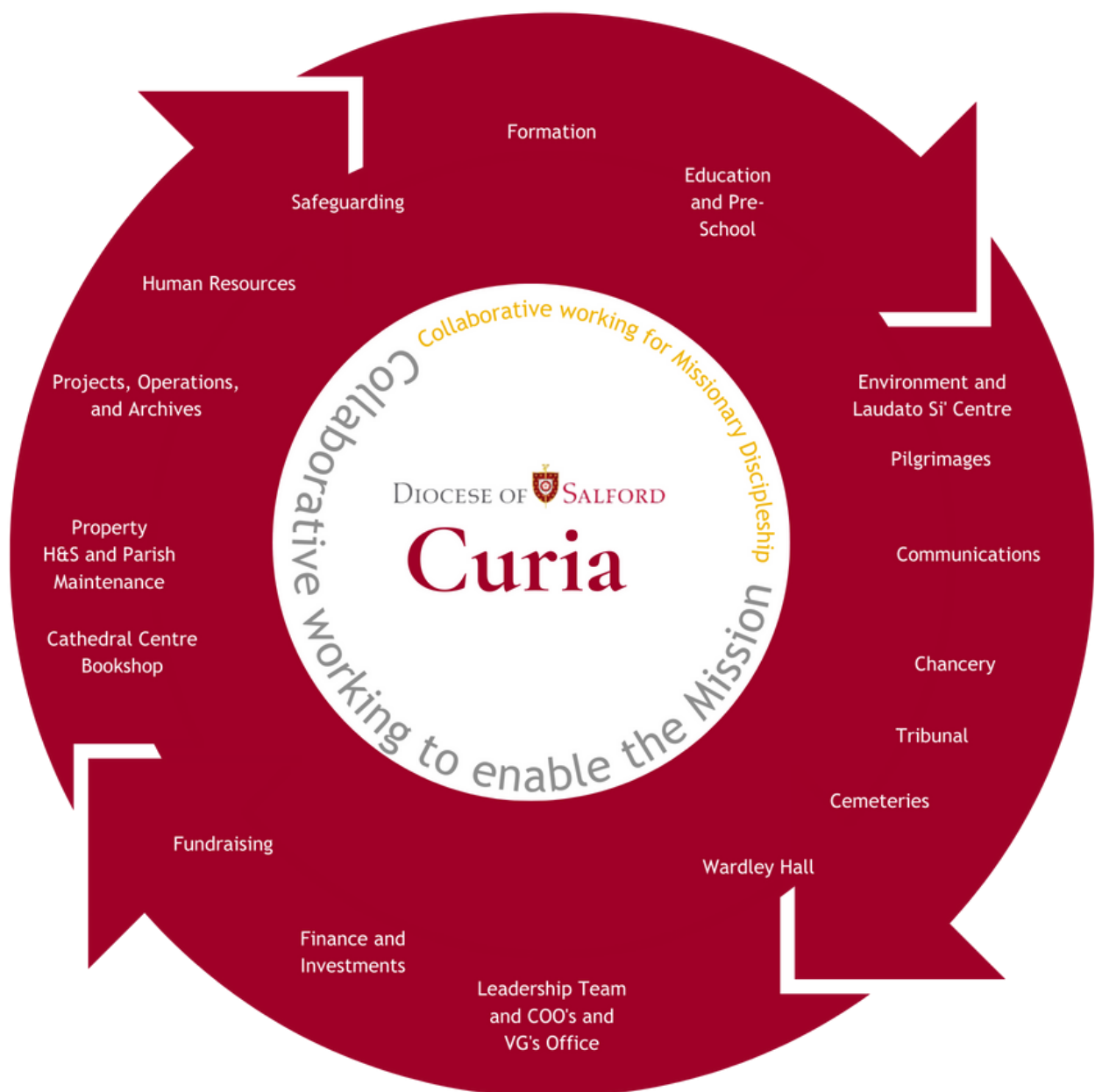
The Professional Support Services Goals outline the high-level objectives of the PSS team and apply to all colleagues across our diocesan communities:

- To encourage, support and develop the aims and activities of our diocese in its mission & ministry;
- To provide the clergy, trustees, parishioners, schools, volunteers and other colleagues with a professional and accessible, customer-focused service that offers consistent, accurate and appropriate advice and management information;
- To create an environmentally sustainable diocese, growing our knowledge and understanding of what it means to be responsible guardians, exercising good stewardship of resources and taking action to play our part;
- To achieve a safe and people focused environment where wellbeing is paramount, diversity of skills is valued, and performance is enhanced through development and dialogue;
- To develop a one team approach, where we connect and collaborate with each other in our combined focus to serve and equip our diocesan communities.

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## Details

**Appointment Type:** Permanent, Full- time.

**Working hours:** 35 hours per week Monday to Friday. Some flexibility in working patterns sometimes required.

**Location:** Cathedral Centre, 3 Ford Street, Salford, M3 6DP, some travel around the Diocese will be required

**Salary, pension, and benefits:** £51,101 - £58,639 depending on skills and experience

Occupational Pension Scheme provided by The People's Pension - 5% matched contribution.

25 days per annum plus 8 days statutory bank holidays per annum plus 5 Diocesan closure days (4 days over Christmas and 1 day Maundy Thursday)

## Job purpose

The Head of Human Resources ('HR') will provide professional HR support, advice and guidance to the diocese and the subsidiary companies. They will support strategic objectives for the department, develop and implement new and existing policies and procedures to ensure a complete and effective HR solution for the Diocese.

(Please note: the post-holder will not have responsibility for clergy.)

## Job Description

### Policies and procedures:

- Develop and implement policies and procedures in support of strategic management aims for the management of human resources across the Diocese.
- Ensure that policies and procedures reflect current employment legislation including the maintenance of staff handbooks and paper/electronic information systems.

### Leading and management

- Lead and manage a small team to deliver a comprehensive HR service to the Diocese. This includes the employees of the Diocese of Salford and SDC Trading Limited.
- Support those with management responsibilities to enable the implementation of performance management systems, and to ensure accountability for professional conduct and practice.



# Job Description (continued)

## Managing a quality service to deliver effective outcomes

- Recruitment, selection and appointment processes
  - Collaborate with department heads, parish priests and other line managers to support the recruitment process including compiling job descriptions, advising on salary levels according to recognised job evaluation methods and in line with pay policies, prepare interview questions, prepare/place job advertisements, support shortlisting candidates, ensure references are collected and verified, develop scoring matrices, advise interview panels and ensure all necessary checks such as Disclosure and Barring Service Checks, Visas, Right to Work and any other regulations, etc., are complied with and available for inspection by relevant authorities/auditors.
  - For designated roles, engage with external consultants to provide specialist candidate profiling.
  - Support the appointment of occasional consultants or temporary secondees by preparing the appropriate relevant documentation and checks.
  - Prepare and issue all contract documentation or related variation documents to terms and conditions for staff.
  - Ensure a comprehensive induction programme for all new staff, probationary reviews are completed and signed-off and appropriate feedback provided.
  - Manage paper and electronic employee files and ensure that employee related information is maintained on appropriate information management systems.

## - Payroll and pensions

- Oversee the preparation of payroll and pension information for the Finance Team and external payroll providers including pensions' management, changes to contract terms, adjustment for sickness, absence, overtime, etc.

## - Performance Management

- Collate key objectives and training needs from the Performance Management Framework and provide reports to Senior Management with recommendations and potential actions.
- Ensure that job descriptions and person specifications are reviewed and updated as required so that they represent current practices and requirements.
- Where appropriate evaluate or re-evaluate job descriptions according to approved job evaluation techniques to inform and advise on salary band and rate of pay, etc.
- Ensure the absence management procedures for sickness and other types of absence are complied with by managers and staff including the accurate recording of absences, analysis patterns, monitoring trigger points, arranging occupational health referrals and subsequent actions, ensuring return to work processes are completed by managers.
- Provide guidance and support to management in all areas including disciplinary matters, grievance, absence management, restructuring, change management and, where appropriate, redundancy consultations.



# Job Description (continued)

## Building organisational capacity and encouraging individual development

- Co-ordinate, implement, monitor and evaluate training needs for all employees at all levels across the organisation and, upon request, for clergy who have immediate line management responsibilities for paid employees. This includes the organisation and delivery of some internal training (as appropriate to skills and experience) or by external providers, statutory training, documentation of staff qualifications and skills, training needs analysis and impact reporting to demonstrate cost effectiveness.
- Ensure employees attend mandatory health and safety training and safeguarding training appropriate to their role.

## Communication, collaboration and partnering

- Provide information to managers and employees as a whole on organisational initiatives and developments.
- Through continued awareness of the wider landscape, inform Senior Managers about the wider changes and developments to legislation and best practice.
- Participate in national / regional forums with other Catholic dioceses to share learning and best practice.
- Play a lead role in evaluating and managing effective relationships with contracted service providers such as payroll, pension advice and occupational health.
- Work closely with the DPO to provide professional and technical advice as appropriate and implement any new systems or processes required.

## Engagement and Wellbeing

- Positively model behaviours to a wide diverse range of individuals and groups to motivate and enable.
- Conduct regular staff surveys to assess levels of motivation, identify key trends or areas for future development.
- Support the Diocese to create an ethos within which all staff are motivated and supported to develop their own skills and knowledge.
- Develop effective relationships with colleagues to ensure continual improvements.
- Contribute and where appropriate lead on developing wellbeing programmes and initiatives in conjunction with the diocesan Health & Wellbeing Group

## Ensuring value for money

- Ensure the effective, efficient management of resources to deliver a high-quality service and best value for money.



# Person Specification

## Qualifications and Training

Essential    Desirable

The successful candidate will:

- Have Chartered Membership of the CIPD and / or Level 7 Diploma in HR Management
- Evidence of continuing professional development.
- Be willing to undertake further training.



The successful candidate may:

- Have post-graduate qualifications in management.



## Experience

Essential    Desirable

The successful candidate will have:

- General, substantive HR leadership experience, preferably gained in a multifaceted organisation with various terms and conditions of service.
- Experience of developing, implementing, maintaining and enforcing policies and procedures.
- Experience of coaching and partnership working to find practical solutions for management and development issues.
- Experience of managing HR projects to achieve key outcomes on time / budget.
- Experience of HR software packages for managing employee information.



The successful candidate may have:

- Experience specific to a church environment.
- Experience of working in an organisation across multiple locations.
- Experience in delivering internal training programmes



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## Person Specification (continued)

Knowledge and Skills	Essential	Desirable
The successful candidate will be able to demonstrate:		
• Up-to-date knowledge and understanding of employment law and good practice / trends in HR management	✓	
• Exceptional verbal and written communication skills (presentations and policy and report writing)	✓	
• Excellent interpersonal and management skills, with the ability to model behaviour and coach others.	✓	
• Excellent organisational / project management skills	✓	
• Excellent IT skills (MS Office, etc.)	✓	
• Sound discernment, judgement and decision-making skills in complex situations.	✓	
• Ability to prioritise and manage their own workload effectively.	✓	
• Ability to gain the trust and confidence of diverse stakeholders, act with integrity in providing advice and support on complex HR issues.	✓	
• An understanding and commitment to upholding legislation on equality and diversity.	✓	
• A clear understanding of the implications surrounding data protection compliance.	✓	
The successful candidate may:		
• Have an understanding of the structures and organisation of the Roman Catholic Church		✓

### Personal Requirements

The successful candidate will have:

- High expectations of themselves and their professional standards.
- The understanding that the Diocese of Salford is a faith-based religious organisation and the ability to work with sympathy towards and respect for the values and ideals of the Church.
- Confidence to work with a diverse group of stakeholders including trustees, clergy, senior staff, parishioners, etc.
- Proven ability to maintain successful working relationships with other colleagues.

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## Personal Requirements continued

- Proven ability to motivate others and lead their practices.
- High levels of drive, energy and integrity.
- The ability to plan and handle a demanding workload and successfully prioritise workload and take control of situations.
- The ability to develop effective relationships within a religious, faith-based charity.
- A reliable, self-motivated and proactive work ethic.
- The ability to work sensitively with confidential information.
- A clear personal commitment to equal opportunities and an understanding of the relevance of equality within HR management.

## Further information

- This position is subject to an Enhanced Disclosure by the Disclosure and Barring Service.
- All employees of the Diocese are expected to work to promote the safeguarding of all vulnerable groups

The above description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It may be amended from time to time, after consultation with the post holder. Any changes will be agreed in conjunction with the Chief Operating Officer.

## How to Apply

Closing date for applications: Monday 15th April 2024 at 12noon.

For further information or to apply, please visit our website:  
[www.dioceseofsalford.org.uk/news/vacancies](http://www.dioceseofsalford.org.uk/news/vacancies)

Informal conversations about the role are welcomed. Please contact  
[HR@dioceseofsalford.org.uk](mailto:HR@dioceseofsalford.org.uk)