



# HR ADVISER

## Job Description

<b>Job Title</b>	HR Adviser
<b>Department</b>	HR
<b>Reports To</b>	HR Manager
<b>Number of Reports</b>	None
<b>Contract Type</b>	Permanent
<b>Hours of Work</b>	22.5
<b>Location</b>	St. Edmunds House, Bishop Crispian Way, Portsmouth 2 days office based, 1 day work from home
<b>Travel Requirement</b>	Occasional travel to other sites or locations may be required

### 1. Job Purpose

The HR Adviser provides expert guidance and support to managers and employees on a wide range of human resources matters, ensuring compliance with employment law, internal policies, and best practice. This role plays a critical part in promoting a positive employee experience and supporting the organisation's people strategy

### 2. Key Internal and External Relationships

- Diocesan Curia departments (Finance, HR, Estates, Safeguarding, Communications, and Governance)
- Parish employees
- External suppliers and contractors
- Diocesan clergy
- Volunteers

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### **3. Main Duties**

#### **Advisory**

- Provide advice to line managers on employee relations (ER) issues e.g. policies, performance management, end-to-end absence management including return to work meetings, reporting and occupational health referrals etc. Able to resolve complex employee relation issues and conduct investigations where necessary.
- Provide advice to managers across all policy and practice areas, for example on family friendly policies such as maternity, paternity, shared parental leave, carers leave, etc.
- Support the maintenance of existing policy documentation and make changes where applicable
- Proactively take responsibility for the adherence and implementation of HR policies
- Support line managers in the management of employees in probation, and where necessary extension cases
- Support line managers in performance management practices, objective setting and performance improvement plans (PIPs)

#### **HR Analytics**

- Report on HR analytics monthly and quarterly for the HR Manager, for example on headcount, sickness, recruitment analytics, staff turnover and remuneration reports.

#### **Benefits and Payroll**

- Support the HR Manager with reward strategies and implementation
- Prepare payroll changes each month for HR Manager sign off
- Assist the HR Manager with annual benchmark surveys
- Support the HR Manager in liaison with benefit providers

#### **Talent Acquisition and onboarding**

- Responsible for efficient and accurate end-to-end recruitment in all areas across the Diocese.
- Coordinate and execute the Diocese recruitment processes to include working with recruitment agencies, posting job adverts, liaising with line managers for shortlisting, offers of employment to suitable candidates, and onboarding. Liaison with the HR Administrator who will support the administration and onboarding.
- Ensuring the new joiner inductions are organised and all documentation has been received and checked.
- Produce and issue relevant documentation following promotions, job title changes, salary increases and ensure that HR records are updated accordingly by the HR administrator

## **Learning & Development**

- Identify learning needs and appropriate methods of meeting needs in the most cost-effective way.
- Support the HR Manager in the delivery of training as required, including annual conferences and line manager training.
- Ensures training requirements are met to fulfil and maintain health and safety requirements such as First Aid and Fire Safety.
- Ensures that refresher training is completed for existing employees in data protection, cyber security, health and safety, and EDI.
- Be a trusted advisor and coach to line managers on people related issues.
- Ensure all documentation is completed by employees who are supported in their further training and education by the Diocese, including a Further Education Support Agreement.

## **General**

- Regular review of data integrity and updates to the HRIS.
- Support the HR Manager to drive workforce planning, talent acquisition, and retention strategies
- Deal with queries from the HR inbox to ensure effective and prompt responses
- Involvement in HR projects and new initiatives as required
- Updating of HR intranet pages.
- Contribute to HR-related projects such as organisational change, restructures, and employee engagement initiatives.
- Keep up to date with developments in employment law and HR best practices.
- Support the HR Manager with volunteer management

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## **4. Professionalism and values**

Role model the Diocese core values of integrity, dignity, excellence, accountability, and stewardship.

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## Person Specification

Essential Competence, Expertise and Knowledge:	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Understands the people practices, processes and approaches across the employee lifecycle including for example, recruiting people, conducting learning needs analysis, creating talent pools, developing people policies, analysing people data, managing grievances.</li> <li>• Able to apply legal knowledge and judgment to people practices</li> <li>• Able to demonstrate evidence-based practice in decision making</li> <li>• Proven problem solving ability</li> <li>• Understands and interprets data and analytics and its usage, and can measure their impact and value</li> <li>• Able to explore stakeholder needs and concerns using a range of methods</li> <li>• Experience of managing change and different approaches</li> <li>• Understands and can influence organisational systems and human behaviour to develop and maintain a positive culture and healthy working environment.</li> <li>• Able to think in a systemic way to align different elements of the organisations values, culture, structures, people policies and practices to maximise organisational performance</li> <li>• Aptitude in coaching, mentoring and facilitation</li> <li>• Ability to manage multiple priorities in a fast-paced environment.</li> <li>• High level of integrity and confidentiality.</li> <li>• Proficient in HR systems and Microsoft Office Suite.</li> <li>• Minimum CIPD Level 5 qualification</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Working towards or holds CIPD Level 7 qualification</li> <li>• Experience of change management</li> <li>• Experience of working in the reward arena and adept at data analysis</li> <li>• Experience in not-for-profit sector or public sector</li> <li>• Experience supporting organisational change and employee engagement initiatives.</li> </ul>

<b>Date of Completion of Job Description:</b>	18/07/2025
<b>Job Description Author:</b>	Alison Tait