

# HR MANAGER

## APPLICANT BRIEFING PACK





## ABOUT THE CATHOLIC DIOCESE OF PORTSMOUTH

### Our Diocese

We are the Diocese of Portsmouth, governed by the Bishop of Portsmouth, Bishop Philip Egan. We belong to the One, Holy, Catholic Church, which is led by the Bishop of Rome, Pope Francis.

### The Diocese of Portsmouth

Our Diocese is spread across five counties on England's South Coast, and the Channel Islands. We are the local Church for the whole of Hampshire, Berkshire, the Isle of Wight, Jersey, and the Bailiwick of Guernsey as well as the Southern Part of Oxfordshire and the Eastern part of Dorset.

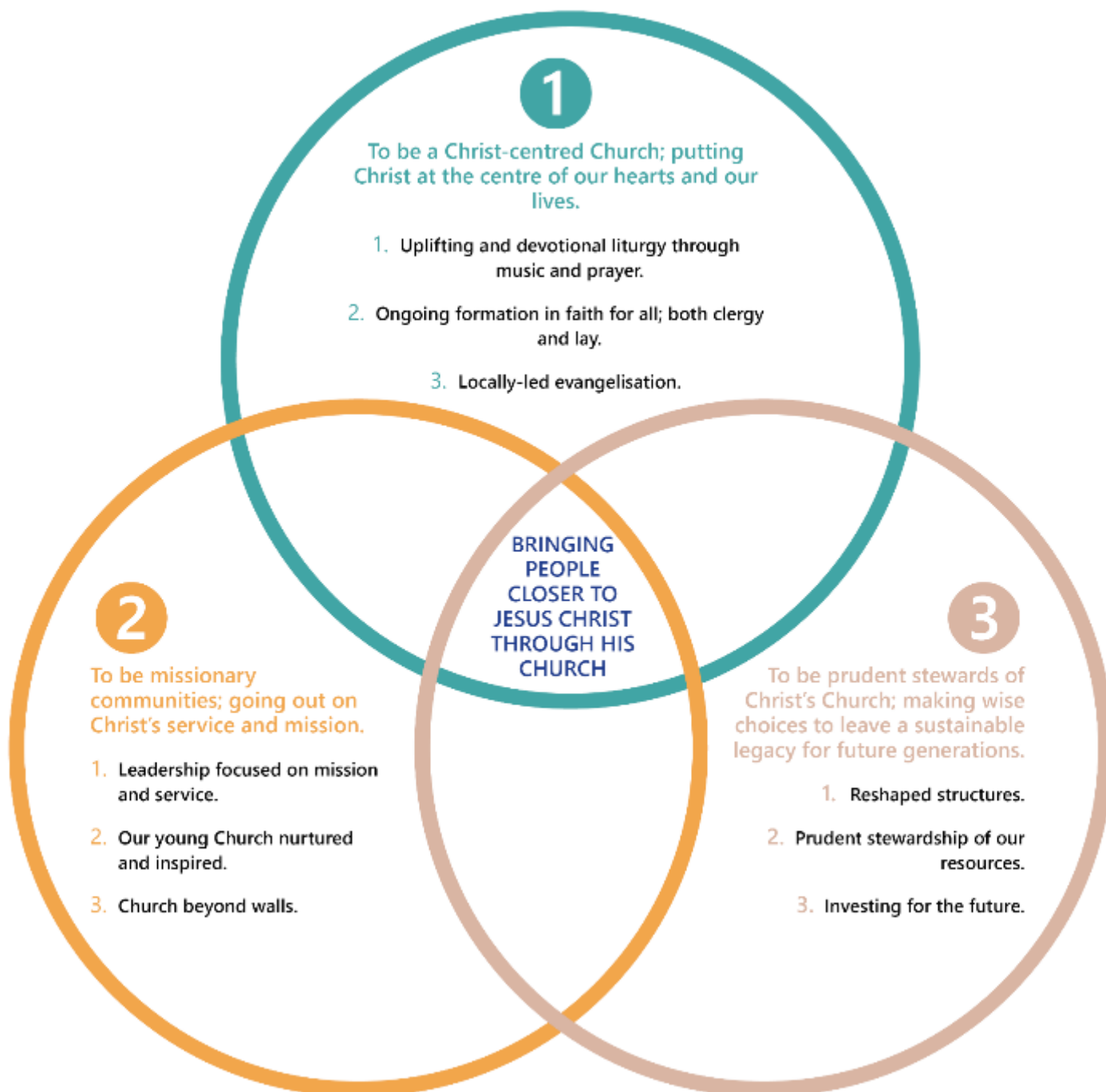
We are made up of 87 Parishes in 24 Pastoral Areas, for a total of 136 Churches. We have 115 priests, 40 Deacons, 35 houses of religious brothers and sisters, and a Catholic population of more than a quarter of a million.

We belong to the province of Southwark, which covers the whole south coast from Kent to Cornwall. Our Metropolitan is the Archbishop of Southwark. Our province also includes the Archdiocese of Southwark, the Diocese of Arundel and Brighton, and the Diocese of Plymouth.



## Ten-Year Mission Plan

*You Will Be My Witnesses* in summary



## Role Purpose

The HR Manager is responsible for overseeing all aspects of People Management across the Diocese. This includes providing highly responsive professional HR support to parish priests and other line managers, encompassing recruitment, performance management, training initiatives, and employee relations, while ensuring adherence to legislation best practice and diocesan policies and procedures.

## Key Responsibilities

### ▪ Key Internal and External Relationships

- Chief Operating Officer
- Senior Clergy, Directors, and Senior Officers of the Diocesan Curia
- Director of Finance
- Direct Reports (HR Advisor and HR Administrator)
- Head of Safeguarding
- Parish Priests
- Employees in Parishes
- Diocesan HR Professionals across the Bishops' Conference of England and Wales

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### ▪ Workforce Strategy

- Collaborate with line managers and parish priests to identify and implement workforce changes to meet future service needs, including adjustments to working practices and team structures, and manage redundancy processes when necessary.
- Contribute to the formulation and execution of the HR Strategy, ensuring alignment with the strategic objectives of the Diocese of Portsmouth and local parish requirements.
- Work with line managers to develop the workforce in support of the Diocese's Ten-Year Mission Plan, *You Will Be My Witnesses*, ensuring it meets current and future service needs.
- Design and implement local interventions to gather and respond to employee feedback, by developing internal communications, implementing a robust exit process and other feedback mechanisms such as surveys from time to time.
- Provide expert change management advice, ensuring consultation processes comply with the Change Management Policy, relevant employment law, and best practices.
- Work with the senior leadership team to develop a pay structure to ensure fairness and encourage career development.

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### ▪ Employee Support

- Ensure occupational health screening and specialist support are included in the recruitment process and when additional advice is necessary.

- Promote the Employee Assistance Program and monitor outcomes as part of key performance indicator assessments.

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▪ **Workforce Management Reporting**

- Lead the rollout and ongoing development of the HR management system (Staffology), including upgrades, service needs, and support requirements.
- Provide regular, competent reports for Management Committees and the Board of Trustees,, including Key Performance Indicators, analysis and recommendations.
- Ensure all HR related reporting such as sickness absence is consistently applied and monitored.

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▪ **Policy Development and Review**

- Conduct regular reviews and updates of employment policies to remain compliant with current legislation and reflect HR best practices.
- Research and analyse changes in employment law and relevant HR initiatives to inform policy developments.
- Collaborate with line managers and parish priests to gather insights during policy revisions and ensure updates are effectively communicated and disseminated across the Diocese.
- Provide training and resources to facilitate understanding and compliance with updated policies.

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▪ **Recruitment**

- Oversee the recruitment process to ensure a responsive, high-quality service for the Diocese. This includes supporting the drafting of job descriptions and adverts as well as managing the placement of adverts.
- Ensure production of all contractual and related documentation for newly recruited employees, along with timely follow-ups and confirmation of employment.
- Collaborate with line managers to identify recruitment and retention difficulties and develop targeted strategies to address these challenges.
- Ensure recruitment processes comply with Safe Recruitment policies and relevant right-to-work legislation.

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▪ **Employee Relations**

- Act as a specialist resource for line managers on complex employee relations issues, including disciplinary actions, grievances, and performance management.
- Partner with the designated employee relations adviser from the Catholic Insurance Service (currently WorkNest) to ensure compliance with best practices and legislation, preserving insurance coverage during formal actions.
- Performance manage casework to ensure adherence to employment policies and improve the standards of investigations and management processes, fostering a fair employee relations culture.
- Work with the Chief Operating Officer to engage legal counsel for any industrial

relations cases and take the lead in preparing for formal hearings.

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▪ **Pay and Benefits**

- Provide comprehensive information and support to employees regarding employment benefits and welfare matters.
  - Advise on changes in pay related legislation such as living wage to ensure these are implemented.
  - Oversee monthly payroll preparation, including data entry and final approval processes.
  - Coordinate with the Finance department and benefits providers to ensure accurate application of pensions and other benefits.
  - Manage annual salary reviews and communicate relevant information to staff.
  - Oversee death-in-service benefits, conducting market testing every three years and ensuring all staff have nominated beneficiaries.
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▪ **Learning and Development**

- Develop and implement an induction plan for all new starters to ensure constructive positive onboarding experience.
  - Manage a learning and development programme for employees, prioritising mandatory training.
  - Develop and deliver training sessions aimed at improving people management skills for line managers and parish priests, ensuring compliance with relevant employment policies.
  - Create targeted management briefing sessions and workshops on topics like sickness absence management, harassment, appraisal, and performance management.
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▪ **Management of the HR Team**

- Ensure professional standards in HR are maintained and developed across the team.
  - Oversee all aspects of the development and training of HR employees to enhance their skills and effectiveness.
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▪ **Volunteer Management**

- Collaborate with the Head of Caritas to develop and implement a comprehensive volunteer coordination and management strategy, leveraging best practices in HR and the third sector.
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▪ **Budget Management**

- Manage the HR budget effectively ensuring spend remains within agreed budget.
  - Participate in the annual budget preparation process to ensure financial resources are allocated effectively.
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▪ **Meeting Attendance**

- Attend meetings of the HR Remuneration and Nominations Committee and any

other meetings required, to provide briefings, advice and seek approvals as needed from the Board of Trustees about HR related matters.

- Attend in person meetings in parishes across the Diocese where sensitive matters indicate that an in-person meeting is preferable.
- Professional approach to Online meetings.

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▪ **Ad Hoc Duties and Projects**

- Carry out ad hoc duties as requested by your line manager to support the overall HR function and diocesan goals.

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▪ **Values**

- Uphold the ethos and values of the Catholic Church, promoting its teachings and activities positively.
  - Role Model the Diocese's core values of integrity, dignity, excellence, accountability, and stewardship.
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## HR Manager – Specification

<b>Competence, Expertise and Knowledge:</b>	
<b>Essential</b>	<ul style="list-style-type: none"><li>• Degree-level qualification with a professional qualification in HR (e.g., CIPD) at a master's level, or equivalent.</li><li>• Significant recent HR management in a complex organisation (private, public, or voluntary sector).</li><li>• Highly developed interpersonal and communication skills, capable of engaging effectively with diverse stakeholders.</li><li>• Strong understanding of corporate governance, risk management, and performance management.</li><li>• Proven experience in holding senior individuals and teams accountable for performance.</li><li>• Track record in supporting change management.</li><li>• Excellent organisational skills, including effective team working, minute-taking, and meeting facilitation.</li><li>• Highly developed, competent writing and presentation skills, with the ability to convey clear messages and instructions sensitively and professionally.</li><li>• Resilience working under pressure in a busy environment.</li><li>• In-depth knowledge of Data Protection legislation and a commitment to maintaining confidentiality.</li><li>• Experience in Training and Development.</li><li>• Experience in budget management.</li><li>• Clean driving licence and own transport.</li><li>• Commitment to self-development with evidence of recent professional development.</li></ul>
<b>Desirable</b>	<ul style="list-style-type: none"><li>• A deep understanding of the values and teachings of the Roman Catholic Church.</li><li>• Experience in volunteer support, development, and management practices.</li><li>• Experience working in the Charity Sector</li></ul>



## Salary, Benefits & Location

This role will be working 37.5 hours per week, offering a competitive salary of £50,000 per annum. Core hours in office to be confirmed on appointment. Some out-of-office hours may be required on an ad hoc basis. Hybrid work to be agreed with line manager on appointment.

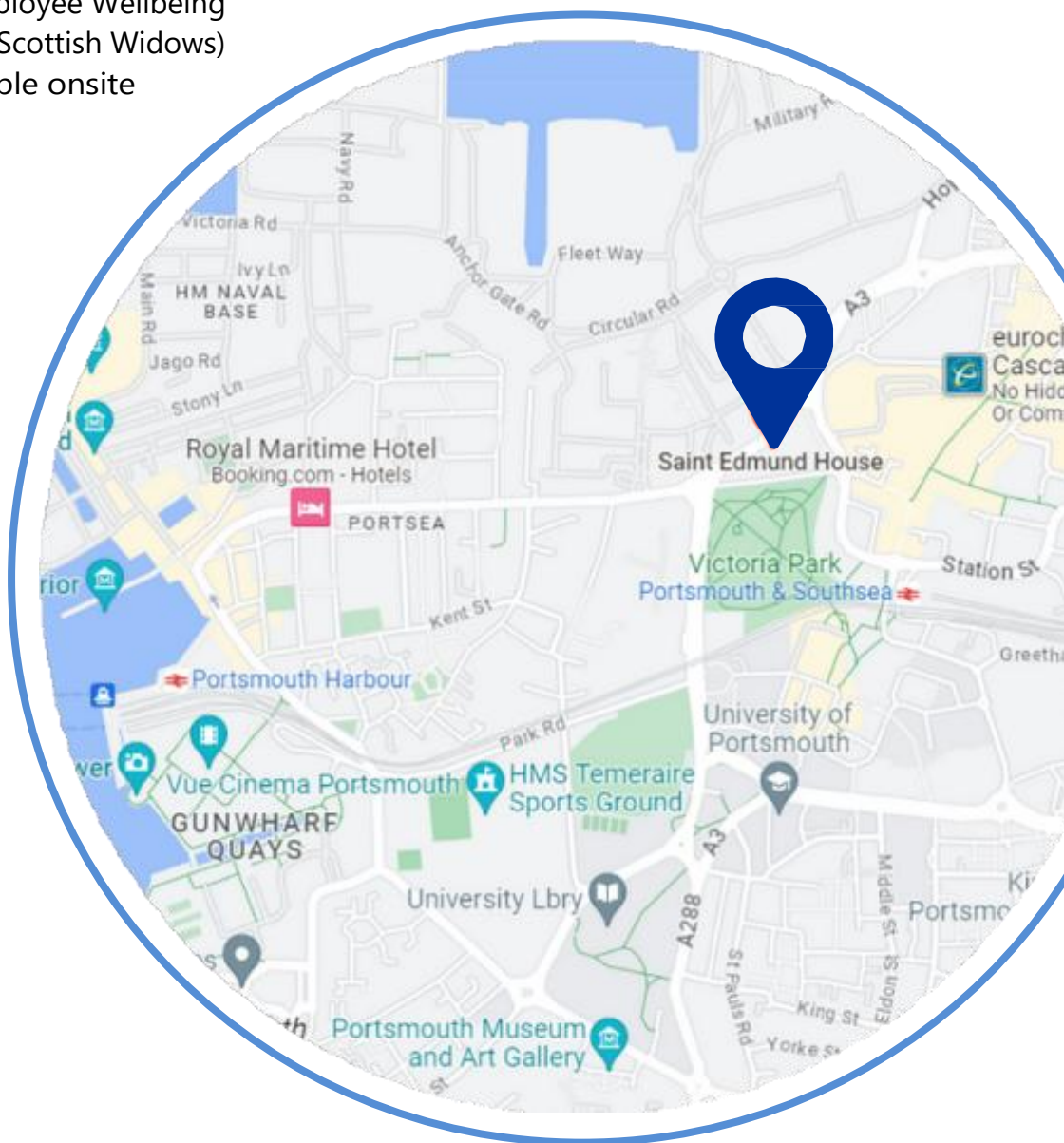
Based at St. Edmund House, Bishop Crispian Way, Portsmouth, PO1 3QA, with possible travel across the Diocese to parishes and diocesan meetings, including the Channel Islands which may require overnight stays.

### Employee Benefits:

25 days holiday plus bank holidays  
Life Assurance and Employee Wellbeing  
Contributory pension (Scottish Widows)  
Free Parking is available onsite

### Head Office

St. Edmund House  
Bishop Crispian Way  
Portsmouth  
Hampshire  
PO1 3QA



## How to Apply

Please send a comprehensive and up to date Curriculum Vitae with a covering letter setting out your suitability for the role and motivation in applying (no more than 2 sides A4) to [recruitment@portsmouthdiocese.org.uk](mailto:recruitment@portsmouthdiocese.org.uk) Please state '**HR Manager**' in the subject line of your email.

The Diocese of Portsmouth is an equal opportunity employer and welcomes applications from all who support the ethos and values of the Catholic Church.

The closing date for applications is **Sunday 28<sup>th</sup> September at 2359 hours**.

## Interview Information

Should we wish to progress your application and invite you to an interview, you will be notified shortly after the closing date.

## Appointment

Any offer of employment to work at the Catholic Diocese of Portsmouth is conditional upon receipt of two satisfactory employment references, provision of relevant certification of qualifications held, and completion of pre-employment checks.

You must have a valid UK Right to Work, as the Catholic Diocese of Portsmouth does not offer UK Visa Sponsorship.

This position is subject to the completion of an initial probationary period of six months.