



DIOCESE OF **Hexham & Newcastle**

# **HR Adviser**



**Candidate Pack**

# INTRODUCTION

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The Diocese of Hexham and Newcastle is the sixth largest Diocese in England and Wales and is situated in the north-east of England. With an area of 3195 square miles, the boundaries are the border with Scotland in the north and the River Tees in the south. The Diocese consists of 152 separate parish communities, grouped together into 19 Partnerships, within five Episcopal Areas. The population of the region is 2,368,000, with an estimated Catholic population of 214,257. The Diocese is under the leadership of Bishop Stephen Wright who was installed as the fifteenth Bishop of Hexham and Newcastle on 19 July 2023.

We are looking for an enthusiastic and experienced HR generalist with a passion for excellent customer service and service delivery. Working with the Head of HR and HR Administrator, you will provide a comprehensive HR service to our Diocesan colleagues.

As a first point of contact for our 135 colleagues and their line managers, across 62 locations, you will develop relationships with many people across the Diocese.

The role is part-time and we would be happy to discuss arrangements for hybrid working.

## Diocesan Values

Integrity | Respect | Trust | Service | Compassion



# HR ADVISER

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## Job Description

Working with the Head of HR, support in the delivery of a professional and efficient Human Resources function for the Diocese, in line with the Diocesan Vision, Mission and Values.

## Duties and Responsibilities

- Support with the formulation and implementation of the People Strategy so that it aligns with the Mission and strategic direction of the Diocese
- Provide expert HR advice to line managers and employees relating to all areas of HR including, but not limited to, employee relations, contracts, policy and practice, organisational development, training and development, performance management, recruitment, equity, diversity and inclusion, absence management and pension & benefits
- Support line managers in adopting best practice HR by offering effective advice through the interpretation of current Employment and Case Law and employment policies to improve their skills in managing staff
- Foster and maintain effective relationships with line managers and employees through the use of highly developed and effective communication skills
- Support the recruitment and selection process, liaising with line managers to draft job descriptions and person specifications and ensuring HR support is present throughout the process
- Support with the preparation of all HR documentation, including contractual documentation for all employees such as offer letters, contracts of employment and amendments to contract letters
- Deliver new starter inductions for all appointments
- Support the probationary review process
- Support with the management of sickness absence, ensuring completion of return to work interviews for all parish based employees
- Support the process for leavers, ensuring exit interviews are undertaken, feedback is reviewed and learning/associated actions are communicated to the Head of HR
- Where appropriate, work with the Department for Safeguarding to ensure the Diocese operates 'safer recruitment'



# Duties and Responsibilities

- Work with line managers to capture and monitor staff attendance and absence
- Oversee the Diocese HRIS and ensure all employees and line managers are trained and use the system
- Support with grievance, disciplinary and capability matters as required
- Work with the Health & Safety Adviser to resolve employee related health & safety queries
- Support employee well-being initiatives (including Mental Health First Aiders) and the achievement of the Better Health at Work Award
- Support with the delivery of HR KPIs and objectives
- Support with internal HR projects such as Equity, Diversity and Inclusion, pay and performance management projects
- Support with the creation and review of all HR policies and procedures
- Provide information and support to all staff on employment, benefits, and welfare matters
- Support the payroll process, ensuring starters/leavers and sickness absence data is included, and manage all transactions in relation to the pension schemes
- Undertake personal training and development as agreed with Head of HR
- Undertake other reasonable duties as requested

# Personal Specification

## Education

- CIPD qualification, Level 5 or above and relevant membership with a commitment to ongoing CPD

## Experience

### Essential

- A minimum of 3 years' working as a HR Adviser
- Demonstrable previous experience in advising/dealing with managers
- Building effective and lasting working relationships with a range of internal and external stakeholders
- Change management and project delivery
- Managing others i.e. staff in a line management setting and consultants
- Track record of implementing and supporting organisational change
- Delivery in an operational capacity (HR compliance and administration)



# Personal Specification

## Experience

### Desirable

- Working in a HR role in a faith based organisation or charity
- Payroll preparation and pensions administration experience

## Skills and Knowledge

- A good understanding of relevant legislation, e.g. employment law, GDPR
- A good understanding of safeguarding practice and requirements
- Excellent IT skills with proficiency in the use of Microsoft Office Suite
- Understanding of and commitment to equality of opportunity and good working relationships
- Clear communicator with excellent writing, data entry and presentation skills
- Ability to coach and mentor staff
- Able to work on own initiative, organising and prioritising own and others' workloads to changing and often tight deadlines
- Flexible and with initiative in resolving problems
- Excellent organisational ability and judgment

You must have access to a car and be able to travel independently within the Diocese

The post-holder must be conscientious and loyal to the aims and objectives of the Diocese, always having regard to its Catholic character.



# PAY AND CONDITIONS

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## Salary

£34,846 pa and a workplace pension scheme where we match up to a maximum of 7.5% of your salary

## Contract

Permanent – subject to satisfactory probationary period

Hours of work: Full-time, 37.5 hours per week

## Location

St Cuthbert's House, West Road, Newcastle upon Tyne, NE15 7PY - hybrid working is available

## Benefits

- Holidays: 28 days holiday per year plus statutory holidays
- Cycle to Work Scheme
- Free on-site parking
- Employee health and well-being support

# APPLICATION PROCESS

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To apply, please send:

- A letter of application saying why you want to work with us and what you'd bring to the role, with examples of how your skills and experience would enable you to fulfil your duties and responsibilities
- A CV, including the names of two people we may approach for professional references
- Please send these by email to [human.resources@diocesehn.org.uk](mailto:human.resources@diocesehn.org.uk)

If you would like to discuss the role, please contact Katherine Nugent, Head of HR by email [human.resources@diocesehn.org.uk](mailto:human.resources@diocesehn.org.uk) or telephone 0191 2433301. For further information about the Diocese of Hexham and Newcastle visit [www.diocesehn.org.uk](http://www.diocesehn.org.uk)

Deadline for applications: 28 March 2024



# OTHER INFORMATION

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This appointment will be subject to:

- Two satisfactory professional references
- Evidence of right to work in the UK
- Completion of mandatory safeguarding training

## Safeguarding

The Diocese of Hexham and Newcastle is committed to safeguarding all children and vulnerable groups at risk within its community. All employees are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures. In fulfilling the duties of this role, the post holder may come into contact with children or vulnerable adults. Therefore, they must adhere to diocesan safeguarding policies and procedures.

## Data Protection

We won't hold information you give us longer than necessary. Our Candidate Privacy Notice is available on our website [www.diocesehn.org.uk](http://www.diocesehn.org.uk)

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**Better Health**  
at Work Award  
Bronze Award

